Human Resources Information System

HRIS

Revised December 2008

Philippine Council for Agriculture, Forestry and Natural Resources Research and Development (PCARRD)

ISO 9001:2000

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OVERVIEW

The effective management of human resources for agricultural research and technology management hinges on the availability of timely, accessible, and relevant information. A management system on human resources or human resource information system (HRIS) improves the decision-making capability of research managers as it captures the following aspects of human resources: inventory, monitoring and evaluation, tracking, deployment, training plans, and assessment. The primary focus of an HRIS is to assist managers in ensuring that the goals and objectives of the national agricultural systems are met. Data on current research staff; Philippine Council for Agriculture, Forestry and Natural Resources Research and Development (PCARRD) scholars; and other experts in agriculture, forestry and natural resources sectors is generated, collected, organized, combined, processed, and reported in ways that inform managers about the state of human resources in their organization.

HRIS is a web-based system of current research and development (R&D) human resources of the National Agriculture and Resources Research and Development Network (NARRDN). It is primarily designed to effectively collect, systematize, process and retrieve relevant and updated information pertaining to human resources in agriculture, forestry, and natural resources (AFNR). It includes 1) technical research staff inclusive of administrators in the NARRDN who are directly involved in agriculture, forestry and natural resources R&D undertakings/activities and 2) PCARRD scholarship awardees. The system will pave the way for improved planning, implementation, monitoring, and evaluation of human resource development.

The system aims to

1. collect and maintain an up-to-date inventory of human resources in the NARRDN;
2. provide relevant information to both national and regional level management for an effective human resources policy and program formulation;
3. establish minimum requirements for R&D manpower;
4. assist in the appraisal of R&D manpower requirements/needs to formulate the manpower development program; and
5. provide a tool in studying the utilization and distribution of available R&D manpower resources in the NARRDN and come up with recommendations to improve the situation when necessary.

TYPES OF USER PROFILE

1. **Accessing clients**

   Accessing clients can generate reports using HRIS. They can generate a list of researchers and scholars by name, sector, agency, degree program, region, age, plantilla position, learning institution, commodity, R&D awards received, year of award, and gender.

2. **HRIS coordinator and Member Agency**

   An HRIS coordinator and member agencies will take responsibility for the content build-up. Aside from generating reports, they can add and update records of researchers and scholars.

3. **System administrator**

   Administrator user access is given to assigned NARRDN staff. As administrators, aside from generating reports, they can also add and update records of researchers and scholars. They can also perform an audit trail to keep track of any change on the HRIS database.

DEFINITION OF TERMS

- **Accessing Clients -** Accessing clients can generate reports using HRIS. They can generate a list of researchers and scholars by name, sector, agency, degree program, region, age, plantilla position, learning institution, commodity, R&D awards received, year of award, and gender.
- **Add Records** - Allows the administrator to add new information of scholars or researcher to HRIS.
- **Audit Trail** - The audit trail module gives the administrator the list all the changes in the HRIS database including the date the record was modified, the username who did the modification, the area in the database that was modified, and the specific action done with the record.
- **Client Satisfaction Feedback Form -** Feedback form after generating report to rate the report in terms of content and usability as excellent, very satisfactory, so-so, or badly needs improvement.
- **Commodity Focus** - Area in the HRIS records which contains the following required data elements: specific commodity and whether or not it is the primary commodity.
- **Education** - Area in the HRIS records which contains the following required data elements: degree, whether it is the highest degree or not, major field, sector, learning institution, status, and year taken. The thesis title for the degree can also be added in this area.
- **Employment** - Area in the HRIS records which contains the following required data elements: agency, plantilla position, and status of appointment. Other data elements are date of appointment and monthly salary.
- **Feedback** - gives the HRIS administrator the list of feedback from the client satisfaction feedback forms
- **Field of Specialization** - Area in the HRIS records which contains the following required data elements: field of specialization and whether or not it is the primary field of specialization.
- **Generate Reports** - Allows the administrator to generate reports. They can generate a list of researchers and scholars by name, sector, agency, degree program, region, age, plantilla position, learning institution, commodity, R&D awards received, year of award, and gender.
- **Human Resource Information System (HRIS)** - HRIS is a web-based system of current R&D human resources of the NARRDN.
- **HRIS coordinator -** An HRIS coordinator assigned by the Consortium Director will act as the user and will take responsibility for the content build-up.
- **NARRDN** - National Agriculture and Resources Research and Development Network.
- **Personal Information** – Area in the HRIS records which contains the following required data elements: name, agency, date of birth, gender, category, permanent address, and province. Other data elements are landline number, cell phone number, and email address.
- **R & D Awards** - Area in the HRIS records which contains the following required data elements: title, rank, category, granting institutions, and the year granted.
- **R & D Projects** - Area in the HRIS records which contains the following required data elements: title, designation, sector, current status, and the duration.
- **R & D Publications** - Area in the HRIS records which contains the following required data fields: title, year, and place of publication, publication group, and authoring type.
- **R & D Trainings/Seminars** - Area in the HRIS records which contains the following required data fields, title, focus subject, year, and the number of hours.

- **System administrator** - Administrator user access is given to assigned PCARRD staff. As administrators, aside from generating reports, they can also add and update records. They can also perform an audit trail to keep track of any change on the HRIS database.
- **Update Records** - Allows the administrator to update the records on the HRIS database.
- **Work Activity** - Area in the HRIS records which contains the following required data elements: period, activity, and time spent in the work activity. You can also indicate the remuneration (honorarium) on this area.

Human Resources Information System

ACCESSING CLIENT

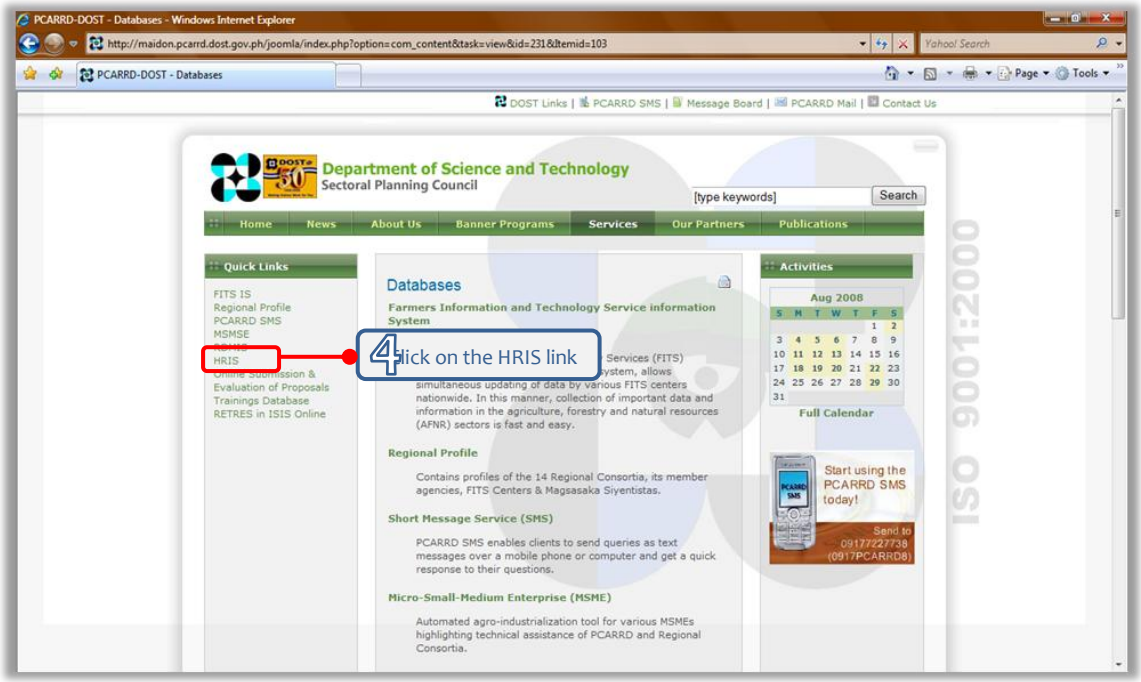
ACCESSING THE HRIS DATABASE

Below are the steps on how to access the HRIS database.

1. Open **PCARRD's website** (http://www.pcarrd.dost.gov.ph).
2. Go to the **services** tab.
3. Under services, click on **databases.**

1 Open PCARRD's website
2 Go to services tab
3 Click on databases
Department of Science and Technology
Sectoral Planning Council
Home
News
About Us
Banner Programs
Services
Databases
Human Resources
Scholarships and
PCARRD
Philippine Council for Agricultu
Natural Resources Research and Development
Providing science solutions for a vibrant agriculture and sustainable environment
ISO 9001:2000
In the News
Angolan delegation visits PCARRD
K-AgriNet embarks on a study mission to India
S&T Highlights
S&T nurtures bamboo enterprises
Leyte ranks 6th in palay production in the country
PCARRD is one of the five sectoral councils of the Department of Science and Technology (DOST). It serves as the main arm of DOST in planning, evaluating, monitoring, and coordinating the national research and development (R&D) programs in agriculture, forestry, environment, and natural resources sectors.
The first DOST council to earn an ISO 9001:2000 certification for its quality management system, PCARRD is engaged in active partnership with international, regional, and national organizations and funding institutions for joint R&D, human resource development and training, technical assistance, and exchange of scientists, information, and technologies.
Angolan delegation visits PCARRD
Activities
Aug 2008
Full Calendar
Announcements
Integrated S&T Agenda in AFNR CY 2006-2010
2008 PCARRD Pantas-

4. On the **databases main page,** click on the **HRIS link** on the quick links module on the left side of the databases page. You can also scroll down and look for **Human Resources Information System (HRIS) link** in the list of databases at the center module of the page and click on that link.

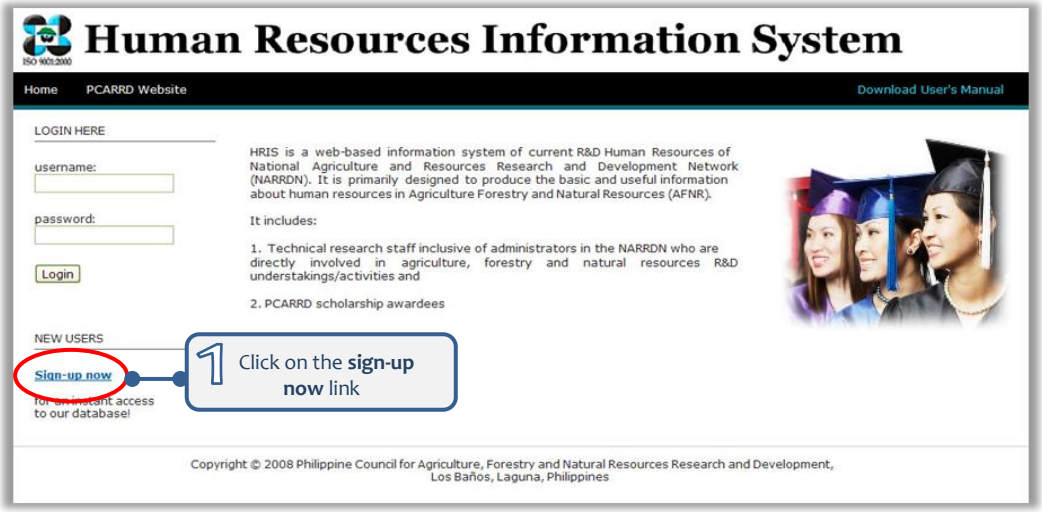

4 Click on the HRIS link
Department of Science and Technology
Sectoral Planning Council
Search
Home
News
About Us
Banner Programs
Services
Our Partners
Publications
Quick Links
FITS IS
Regional Profile
PCARRD SMS
MSMSE
HRIS
Evaluation of Proposals
Trainings Database
RETRES in ISIS Online
Databases
Farmers Information and Technology Service information System
Services (FITS)
simultaneous updating of data by various FITS centers nationwide. In this manner, collection of important data and information in the agriculture, forestry and natural resources (AFNR) sectors is fast and easy.
Regional Profile
Contains profiles of the 14 Regional Consortia, its member agencies, FITS Centers & Magsasaka Siyentistas.
Short Message Service (SMS)
PCARRD SMS enables clients to send queries as text messages over a mobile phone or computer and get a quick response to their questions.
Micro-Small-Medium Enterprise (MSME)
Automated agro-industrialization tool for various MSMEs highlighting technical assistance of PCARRD and Regional Consortia.
Activities
Aug 2008
Full Calendar
Start using the PCARRD SMS today!
Send to 09177227738 (0917PCARRD8)

LOGGING IN

A. SIGNING-UP AS A NEW USER

You will need to login first to access the reports in the HRIS database. If you do not have an existing username and password, you can sign-up as a new user. Below are the steps on how to sign-up as a new user.

1. Click on the **sign-up now link** on the left side of the screen to access the **sign-up page.**


Human Resources Information System
Home
PCARRD Website
Download User's Manual
LOGIN HERE
username:
password:
Login
NEW USERS
Sign-up now
to our database!
HRIS is a web-based information system of current R&D Human Resources of National Agriculture and Resources Research and Development Network (NARRDN). It is primarily designed to produce the basic and useful information about human resources in Agriculture Forestry and Natural Resources (AFNR).
It includes:
1. Technical research staff inclusive of administrators in the NARRDN who are directly involved in agriculture, forestry and natural resources R&D understakings/activities and
2. PCARRD scholarship awardees
1 Click on the sign-up now link
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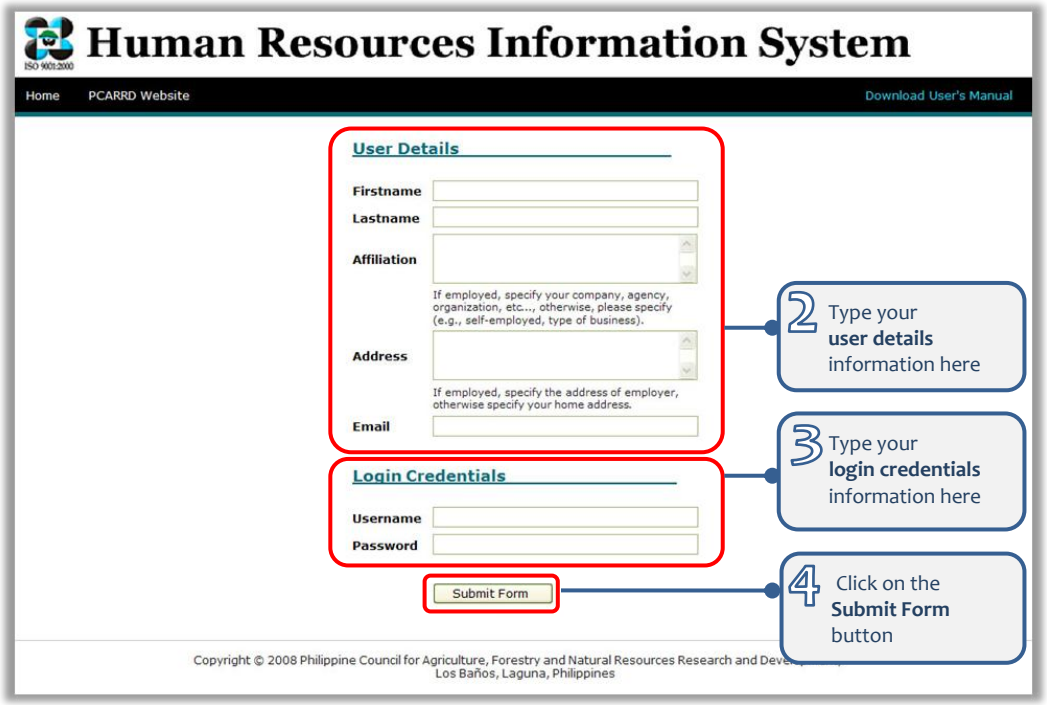
Los Baños, Laguna, Philippines

2. On the **sign-up page**, type your **user details** which include the following information: **first name, last name, affiliation, address,** and **email.**
3. Fill up the **login credentials** portion with your choice of **username** and **password.**
4. Click on the Submit Form button to submit all the information.


Human Resources Information System
Home
PCARRD Website
Download User's Manual
User Details
Firstname
Lastname
Affiliation
If employed, specify your company, agency, organization, etc.., otherwise, please specify (e.g., self-employed, type of business).
Address
If employed, specify the address of employer, otherwise specify your home address.
Email
Login Credentials
Username
Password
Submit Form
2 Type your user details information here
3 Type your login credentials information here
4 Click on the Submit Form button
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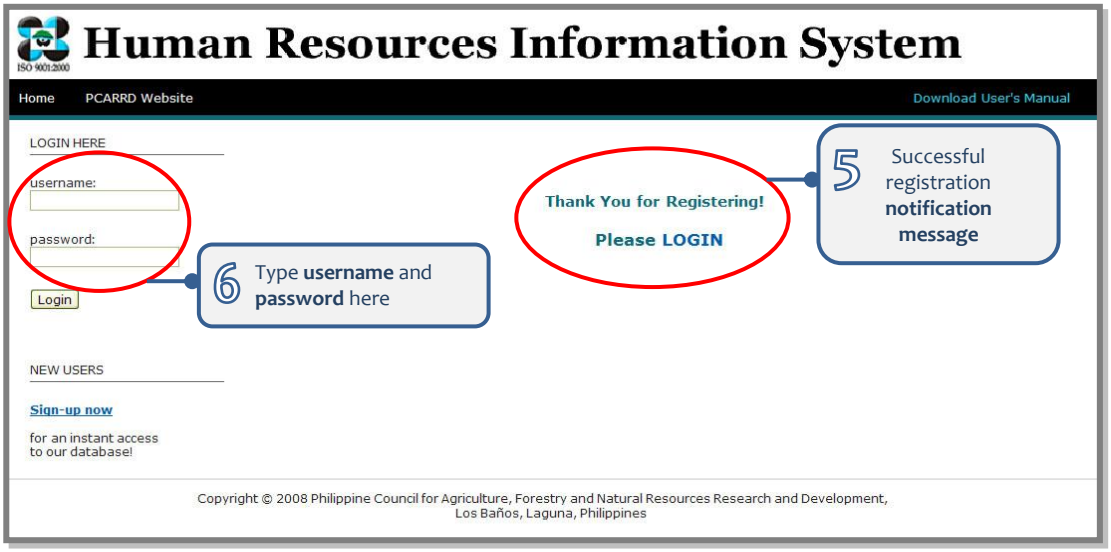
Los Baños, Laguna, Philippines

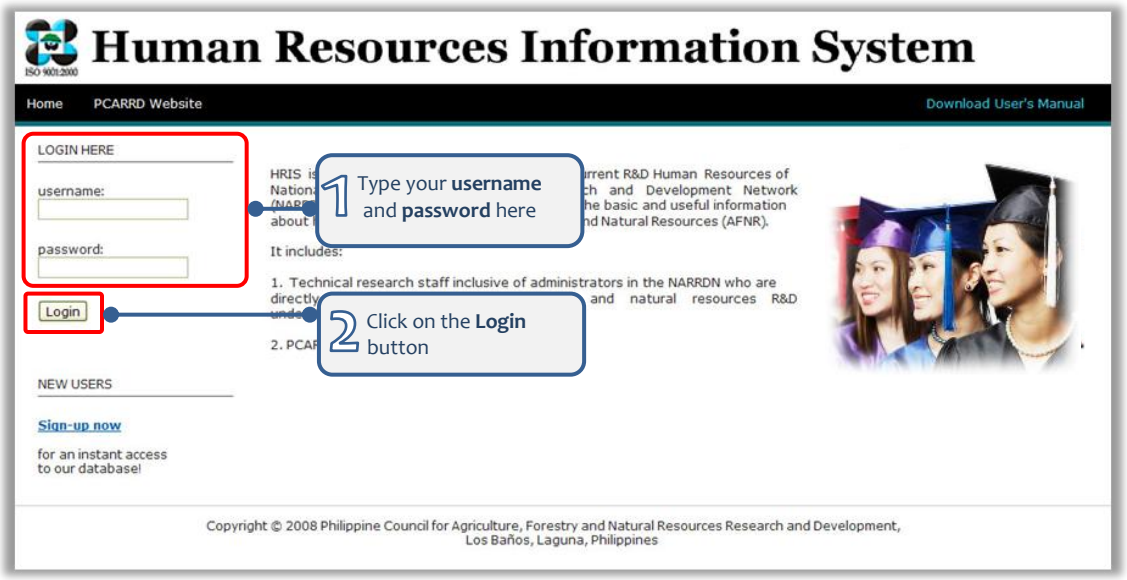
5. After submitting all your information, you will see a **notification message** that you have successfully registered.
6. You can now **login** using the **username** and **password** that you registered.



B. LOGGING IN AS AN EXISTING USER

If you already have a username and password or have successfully signed-up as a new user, you can now login to the HRIS database following these simple steps:

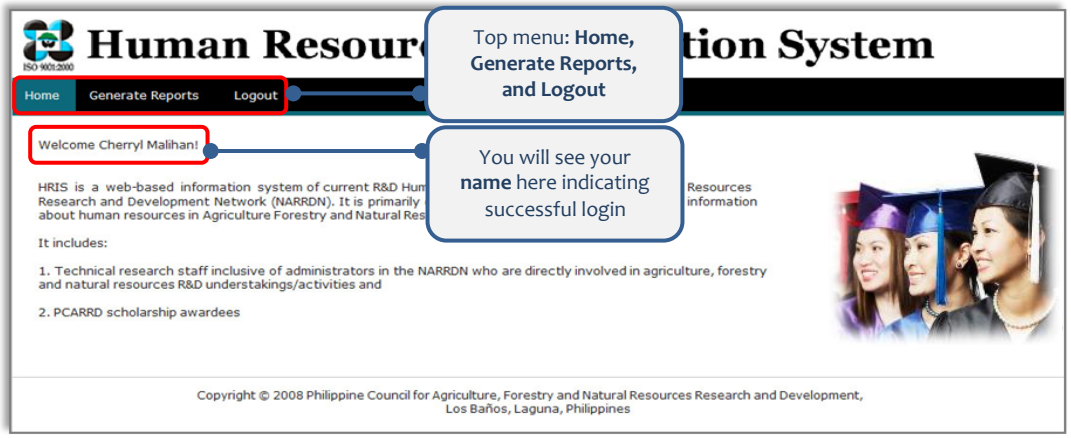
1. Type your **username** and **password.**
2. Click on the Login button.


Human Resources Information System
Home
PCARRD Website
Download User's Manual
LOGIN HERE
username:
password:
Login
1 Type your username and password here
2 Click on the Login button
It includes:
1. Technical research staff inclusive of administrators in the NARRDN who are
NEW USERS
Sign-up now
for an instant access to our database!
Copyright © 2008 Philippine Council for Agriculture, Forestry and Natural Resources Research and Development, Los Baños, Laguna, Philippines

HRIS INTERFACE

After logging in, you will see the HRIS main page. On the HRIS main page you will find a menu on top of the screen with the following options:

- **Home** - brings user back to the HRIS home page
- **Generate Reports** - allows user to generate a list of researchers and scholars by name, sector, agency, degree program, region, age, plantilla position, learning institution, commodity, R&D awards received, year of award, and gender
- **Logout** - exits the user from the HRIS interface


Human Resour tion System
Home
Generate Reports
Logout
Top menu: Home, Generate Reports, and Logout
Welcome Cherryl Malihan!
You will see your name here indicating successful login
HRIS is a web-based information system of current R&D Hum
Research and Development Network (NARRDN). It is primarily
about human resources in Agriculture Forestry and Natural Res
Resources information
It includes:
1. Technical research staff inclusive of administrators in the NARRDN who are directly involved in agriculture, forestry and natural resources R&D understakings/activities and
2. PCARRD scholarship awardees
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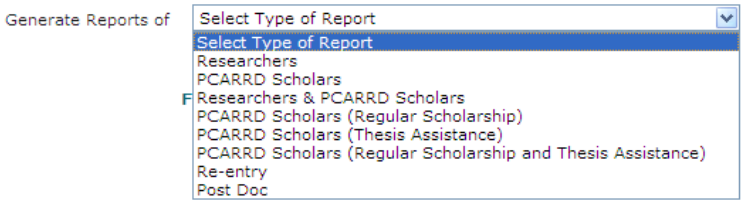
GENERATING REPORTS

Using HRIS you can generate a list of researchers and scholars by name, sector, agency, degree program, region, age, plantilla position, learning institution, commodity, R&D awards received, year of award, and gender.

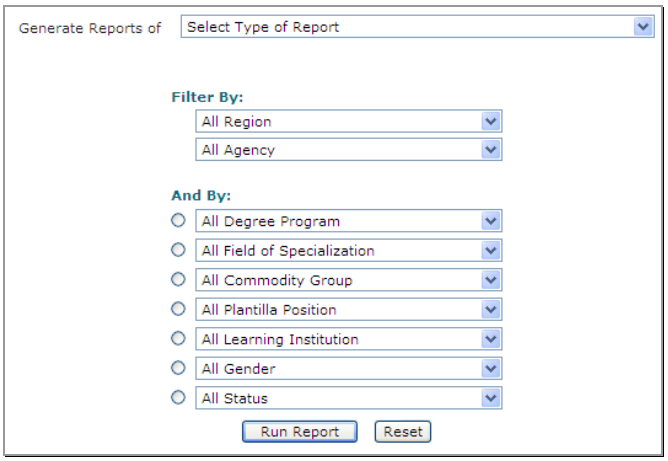
To generate any of these reports, just follow these steps:

1. Click on the **generate reports link** to access the **generate report main page**.

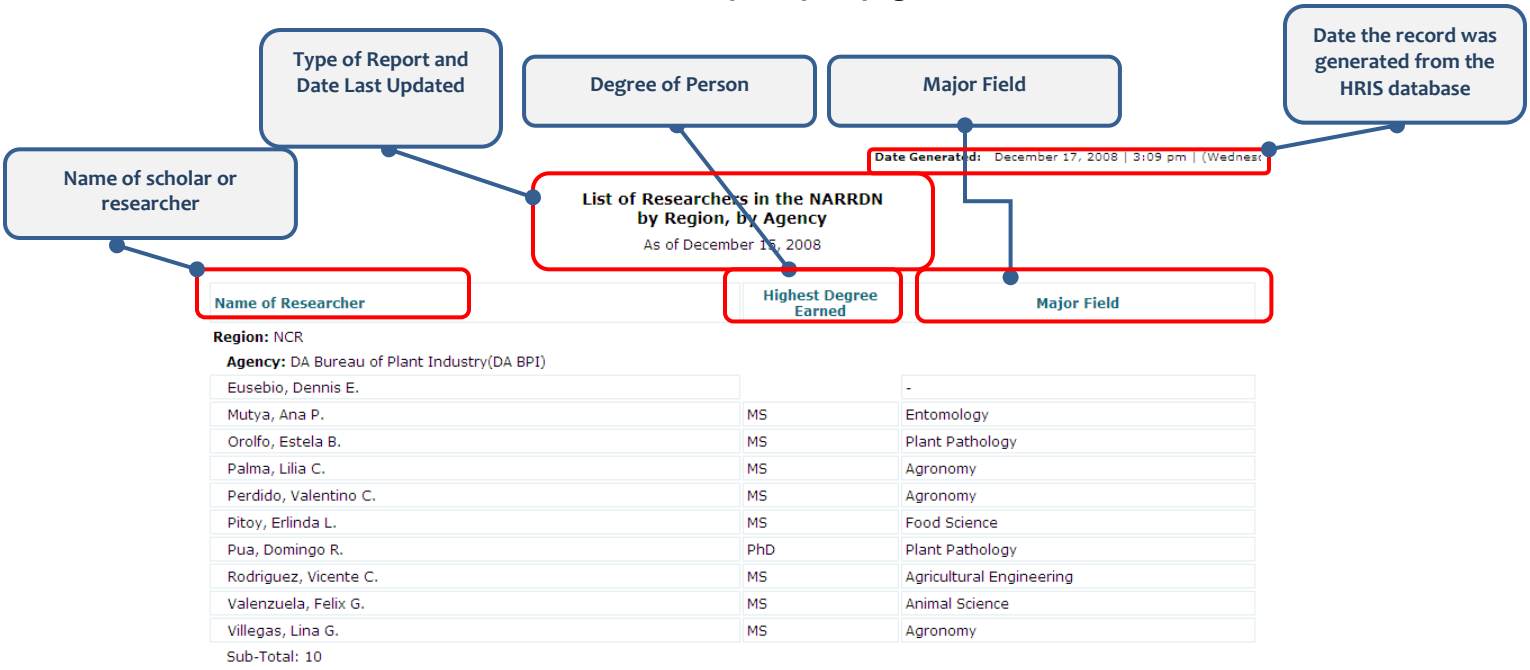
2. Select the **type of report** that you want to generate on the drop down menu. You can generate reports of **Researchers, PCARRD Scholars, Researchers & PCARRD Scholars, PCARRD Scholars (regular scholarship), and PCARRD Scholars (thesis assistance), PCARRD Scholars (regular scholarship and thesis assistance), re-entry, and post doc.**



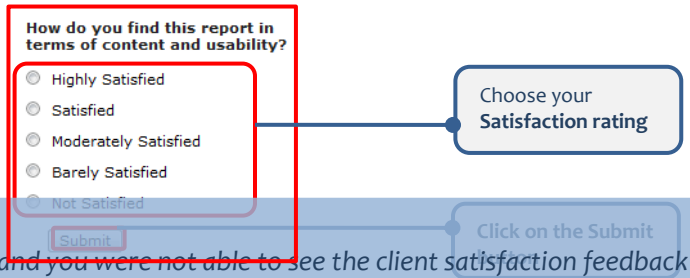
3. Choose if you want the report list by **region, agency** and can be filtered by **degree program, field of specialization, plantilla position, learning institution, commodity, status and gender.**



4. Click on the Run Report button. Below is a **sample report page.**

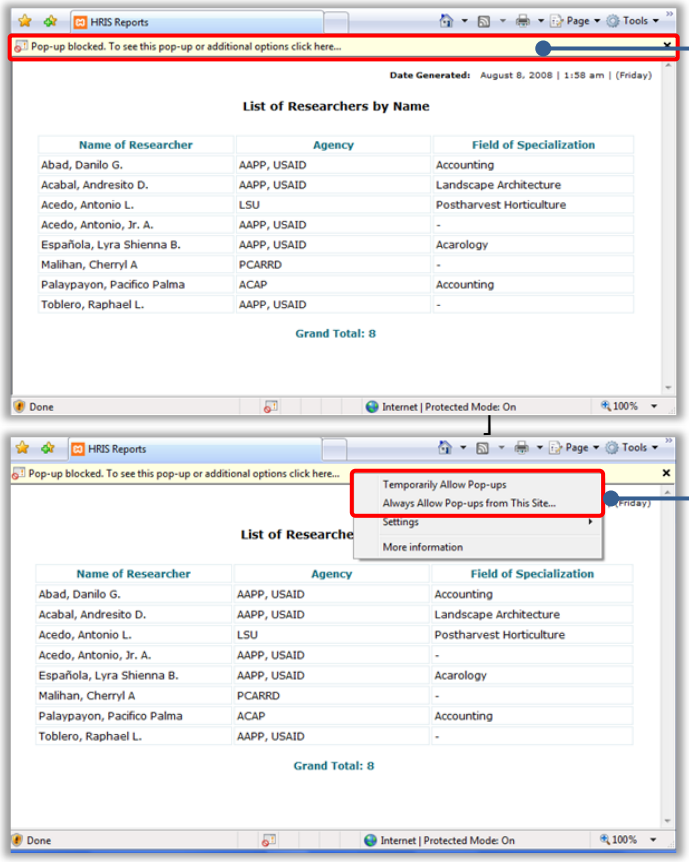

Type of Report and Date Last Updated
Degree of Person
Major Field
Date the record was generated from the HRIS database
Name of scholar or researcher
Date Generated: December 17, 2008 | 3:09 pm | (Wednes
List of Researchers in the NARRDN by Region, by Agency
As of December 15, 2008
Name of Researcher
Highest Degree Earned
Major Field
Region: NCR
Agency: DA Bureau of Plant Industry(DA BPI)
Eusebio, Dennis E. -
Mutya, Ana P. MS Entomology
Orolfo, Estela B. MS Plant Pathology
Palma, Lilia C. MS Agronomy
Perdido, Valentino C. MS Agronomy
Pitoy, Erlinda L. MS Food Science
Pua, Domingo R. PhD Plant Pathology
Rodriguez, Vicente C. MS Agricultural Engineering
Valenzuela, Felix G. MS Animal Science
Villegas, Lina G. MS Agronomy
Sub-Total: 10

5. After generating a report, there will be a pop-up **client satisfaction feedback form(CSF).** Please feel free to rate the report in terms of content and usability as highly satisfied, satisfied, moderately satisfied, barely satisfied, or not satisfied and then click on the **submit button.**



CSF Pop-up blocked

If after generating the report and you were not able to see the client satisfaction feedback form pop-up, it means that the internet browser that you are using has a pop-up blocker. You can choose to either temporarily allow pop-ups or always allow pop-ups from this site. After choosing one of these, you should be able to see the feedback form. Just follow the previous steps to fill-up and submit the form.


HRIS Reports
Pop-up blocked. To see this pop-up or additional options click here...
Temporarily Allow Pop-ups
Always Allow Pop-ups from This Site...
Settings
More information
Date Generated: August 8, 2008 | 1:58 am | (Friday)
List of Researchers by Name
Name of Researcher | Agency | Field of Specialization
Abad, Danilo G. | AAPP, USAID | Accounting
Acabal, Andresito D. | AAPP, USAID | Landscape Architecture
Acedo, Antonio L. | LSU | Postharvest Horticulture
Acedo, Antonio, Jr. A. | AAPP, USAID | -
Española, Lyra Shienna B. | AAPP, USAID | Acarology
Malihan, Cherryl A | PCARRD | -
Palaypayon, Pacifico Palma | ACAP | Accounting
Toblero, Raphael L. | AAPP, USAID | -
Grand Total: 8
Done
Internet | Protected Mode: On
100%

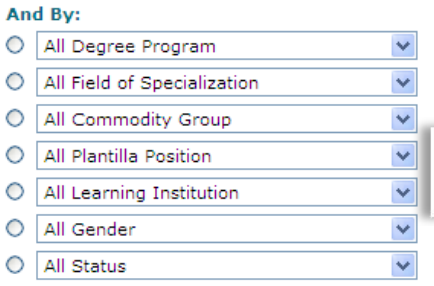
Right click on the **pop-up blocked** message

You can choose to either **temporarily allow pop-ups** or **always allow pop-ups from the site**

Generate Reports of Select Type of Report

Pending CSF

*If you decide not to fill up the feedback form and you close out the pop-up, you can still fill up that form on a later time. To go back to the pending CSF form, just click on the **generate reports link** on the top menu and click on the **Click here for Pending CSF link** at the bottom porting of the generate reports page. After clicking the link you will see the list of pending CSFs. Click **rate this link** to access the CSF pop-up and rate the report.*



Click this link to access pending CSF list

Click this link to access pending CSF

Human Resources Information System

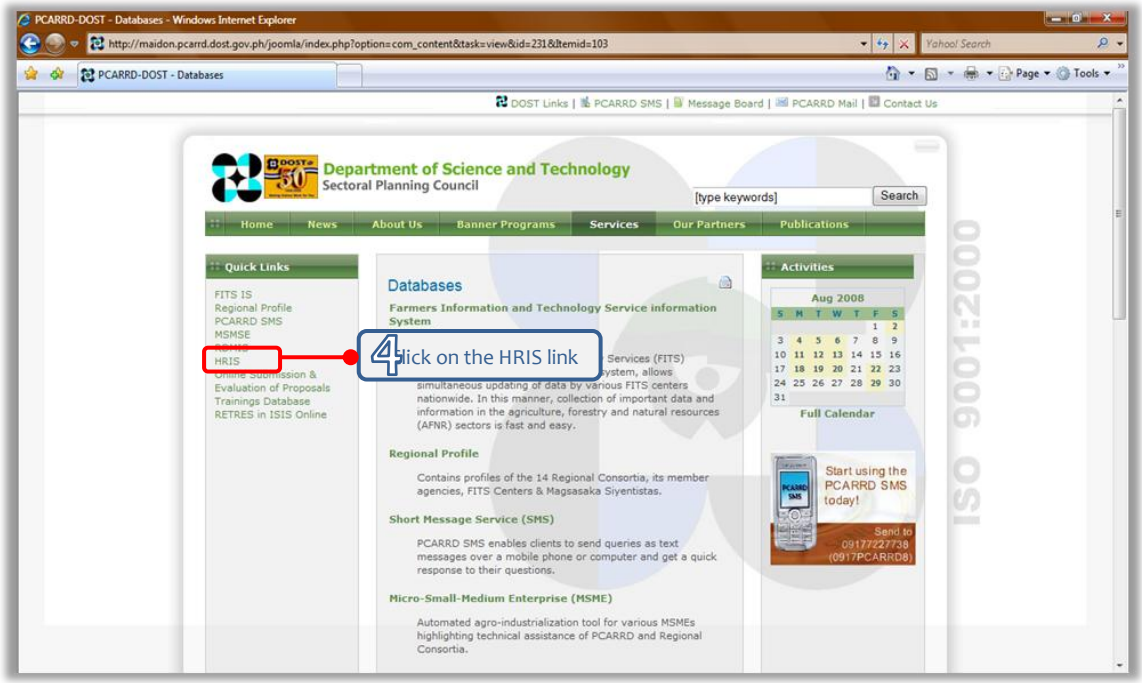
HRIS COORDINATOR / MEMBER AGENCY

ACCESSING THE HRIS DATABASE

Below are the steps on how to access the HRIS database.

1. Open **PCARRD's website** (http://www.pcarrd.dost.gov.ph).
2. Go to the **services** tab.
3. Under services, click on **databases.**

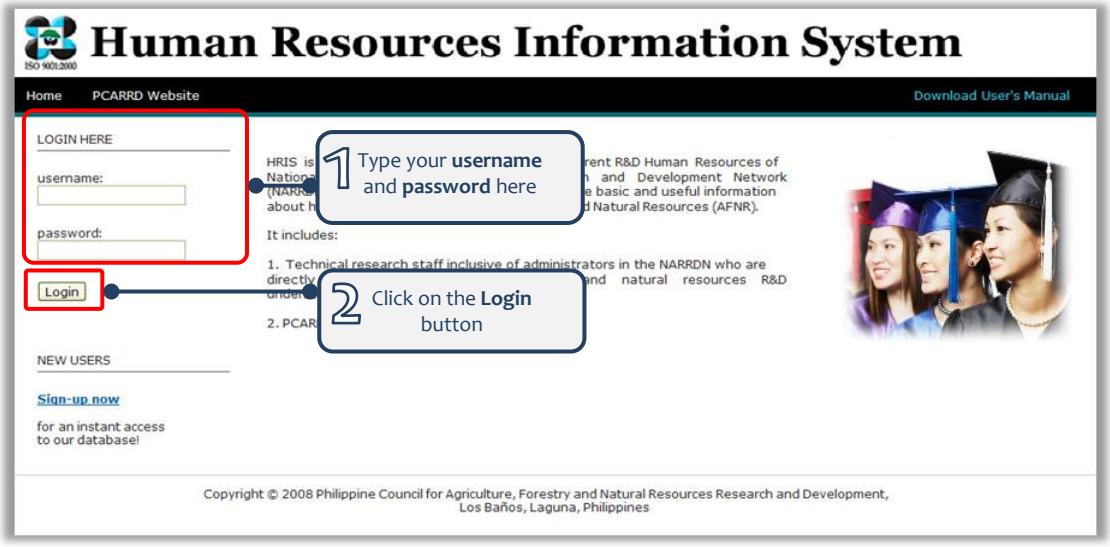
5. On the **databases main page,** click on the **HRIS link** on the quick links module on the left side of the databases page. You can also scroll down and look for **Human Resources Information System (HRIS) link** in the list of databases at the center module of the page and click on that link.



LOGGING IN

The HRIS coordinator can add, update, and delete records as well as generate reports. For you to be able to do all of these, you must login first. Below are the steps on how to login as HRIS coordinator.

1. Type your **username** and **password**
2. Click on the Login button


Human Resources Information System
Home
PCARRD Website
Download User's Manual
LOGIN HERE
username:
password:
Login
NEW USERS
Sign-up now
for an instant access to our database!
1 Type your username and password here
2 Click on the Login button
It includes:
1. Technical research staff inclusive of administrators in the NARRDN who are
natural resources R&D
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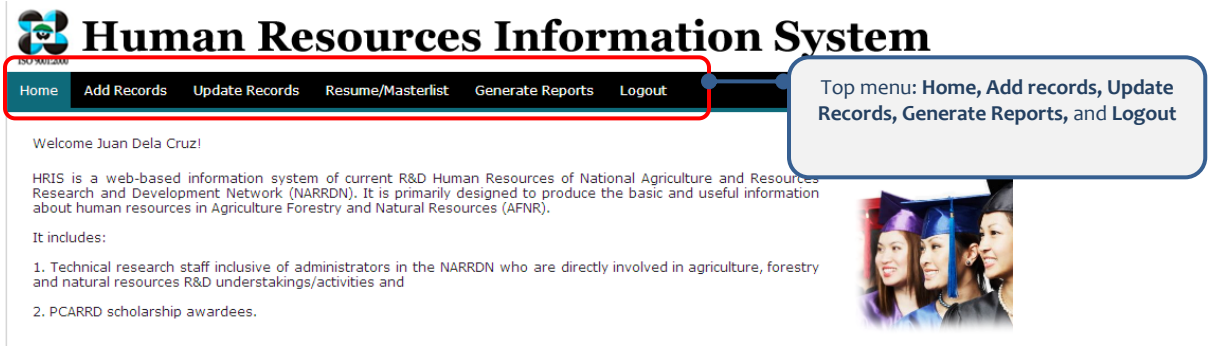
HRIS INTERFACE

After logging in, you will see the HRIS home page where you will find a menu on top of the screen with the following options:

- **Home** - back to the HRIS home page
- **Add Record**s - allows to add new information of scholars or researchers to the HRIS database
- **Update Records** - allows to update the records on the HRIS database
- **Resume/Masterlist** – allows to generate resume and masterlist of a researcher or scholar
- **Generate Reports** - allows to generate a list of researchers and scholars by agency, degree program, region, age, plantilla position, learning institution, commodity, field of specialization, status, and gender.
- **Logout** - exits from the database

HRIS Home Page


Human Resources Information System
Home
Add Records
Update Records
Resume/Masterlist
Generate Reports
Logout
Top menu: Home, Add records, Update Records, Generate Reports, and Logout
Welcome Juan Dela Cruz!
HRIS is a web-based information system of current R&D Human Resources of National Agriculture and Resources Research and Development Network (NARRDN). It is primarily designed to produce the basic and useful information about human resources in Agriculture Forestry and Natural Resources (AFNR).
It includes:
1. Technical research staff inclusive of administrators in the NARRDN who are directly involved in agriculture, forestry and natural resources R&D understakings/activities and
2. PCARRD scholarship awardees.

HRIS Sample Add/Update Record Page (Education Page)

Top menu: **Home, Add records, Update Records, Generate Reports,** and **Logout**

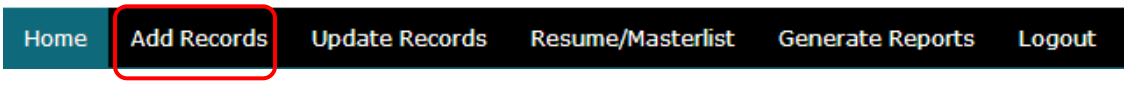
Menu Options links which allows user to go to the various areas in the HRIS database

Displays the current area and data fields for that area

Picture module which displays the picture (if any), name of the researcher/scholar, agency, and the region

ADDING RECORDS

The **add records menu** allows the system administrator to add new information of scholars or researchers to the HRIS database. To add a record, you must first access the **add records page** by clicking the **add records link.**



Guidelines in adding record/s

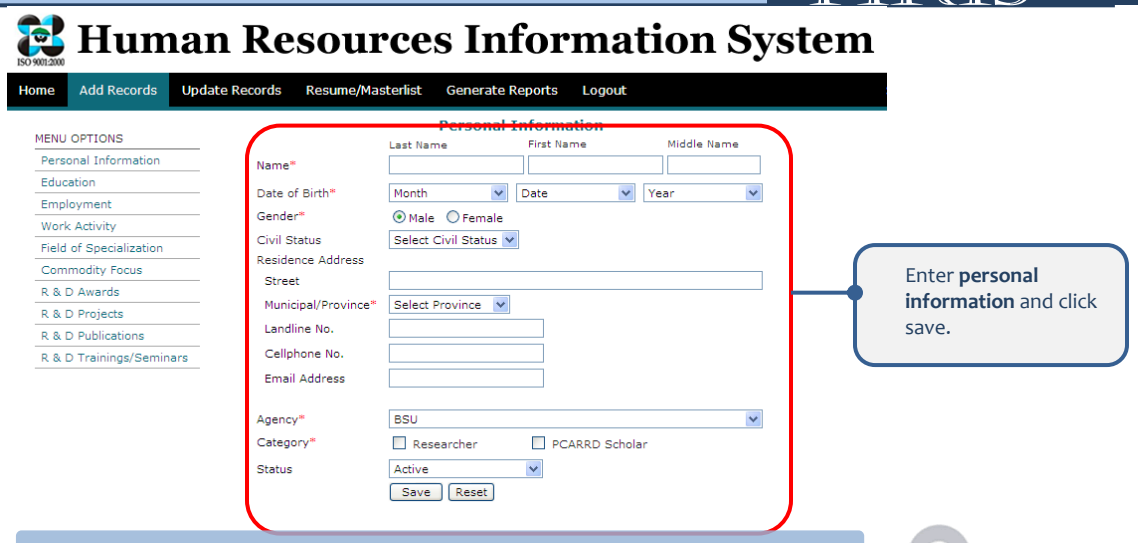
- The HRIS **add records module** has the following **areas:** personal information, education, employment, work activity, field of specialization, commodity focus, R&D awards, R&D projects, R&D publications, and R&D trainings/seminars.
- To add a record you must first fill up all the required data elements in the **personal information area** then click on the **save button** to save the personal information page.
- After completing the **personal information area**, you can fill up all the applicable information on the other areas by clicking on the **area links** at the left side of your screen. You can complete the other areas in **any order**.
- If you have to go back to other areas, be sure that you click on the **save button** on the current area that you are updating before clicking on the **area link** so as not to lose the information on the current page.
- You also need to make sure that you fill up the required data elements in all the areas marked by a red asterisk (*) to be able to successfully add that area in the HRIS record of the researcher or scholar.
- Majority of the areas in the add records module accepts **multiple entries**. You can enter more than one information in the following areas: education, scholarship grants, employment, work activity, field of specialization, commodity focus, R&D awards, R&D projects headed or conducted, R&D publications, and R&D trainings/seminars. To add multiple entries in these areas, fill up the area with the first information and then click on the **save button** and then fill up the same page with the additional information and then click on the **save button** again.

A. PERSONAL INFORMATION

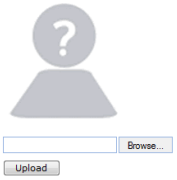
The **personal information area** is the main area of the HRIS record. Thus, you need to fill up all the required data elements in this area marked by the red asterisk (*) and then save the page to proceed with the other areas. The personal information area contains the following required data elements: name, agency, date of birth, gender, category, permanent address, and province. Other data elements are landline number, cell phone number, email address, and the status (active or inactive). Below are the steps to fill up the personal information page.

1. Fill up all the required data fields in the **personal information area.**
2. Click on the

button.



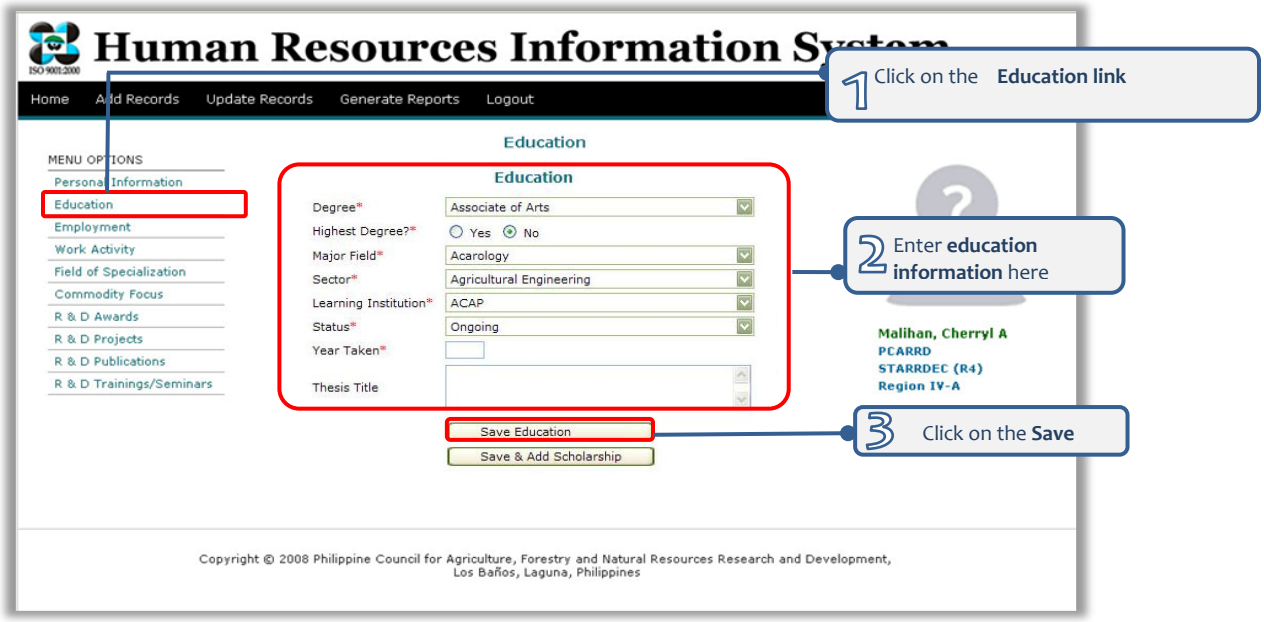
You can also add a **picture** of the researcher or scholar by clicking the **browse button**, open the folder where the picture is located, and then click on the **upload** button.



B. EDUCATION

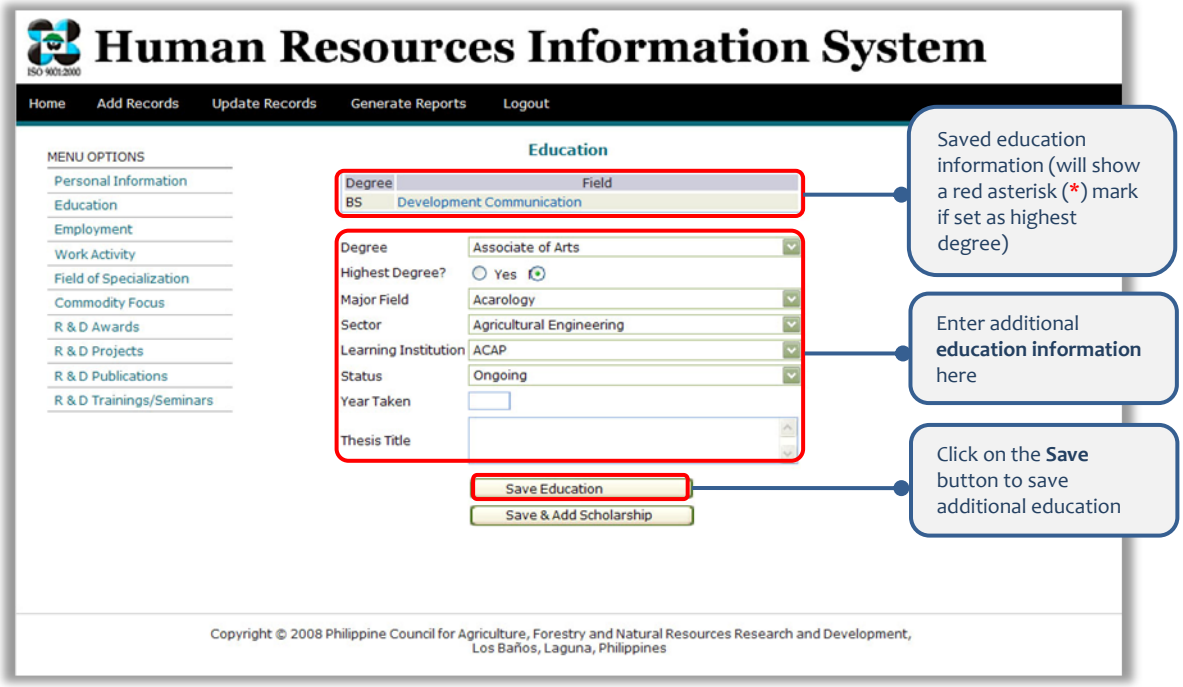
The **education area** contains the following required data elements: degree, whether it is the highest degree or not, major field, sector, learning institution, status, and year taken. The thesis title for the degree can also be added in this area. Below are the steps to fill up the education area.

1. Click on the **education link**.
2. Fill up all the required data fields in the **education area**
3. Click on the Save button.

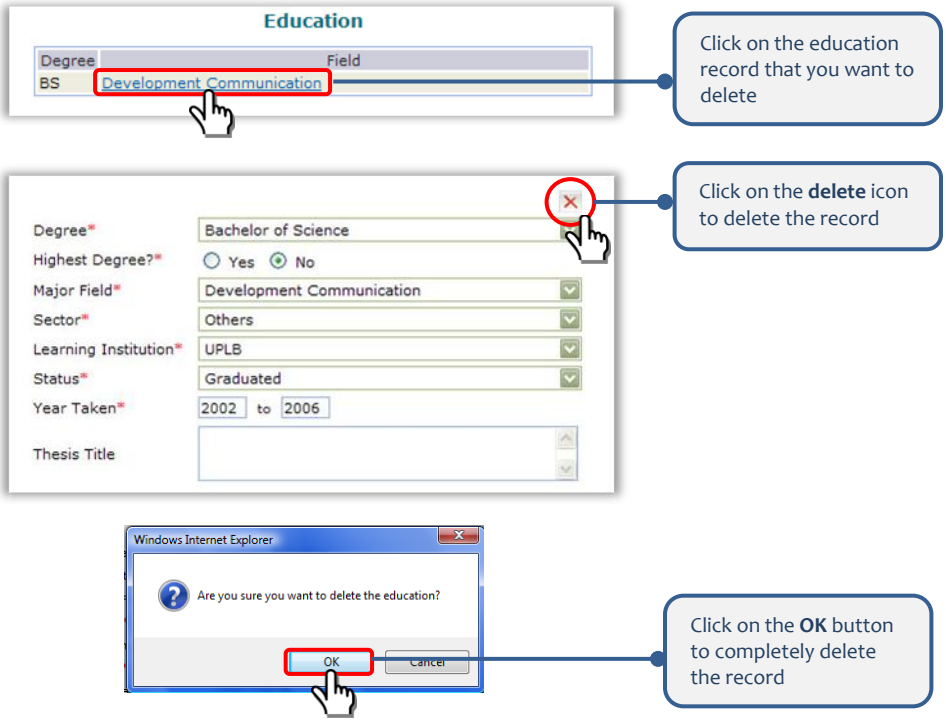


*NOTE: If you will set the degree as the highest degree, right after saving the education information, you will notice that there is red asterisk (*****) on the degree field. If it so happens that you have two degrees and both of which can be considered as your highest degrees, you can set these two as your highest degree by clicking the **yes** radio button in the highest degree question on both degrees.*

- **Adding education information**
  For additional **education information,** save the first set of education information and then fill up the page with the additional education information then click on the **save button** to save the second set of education information.

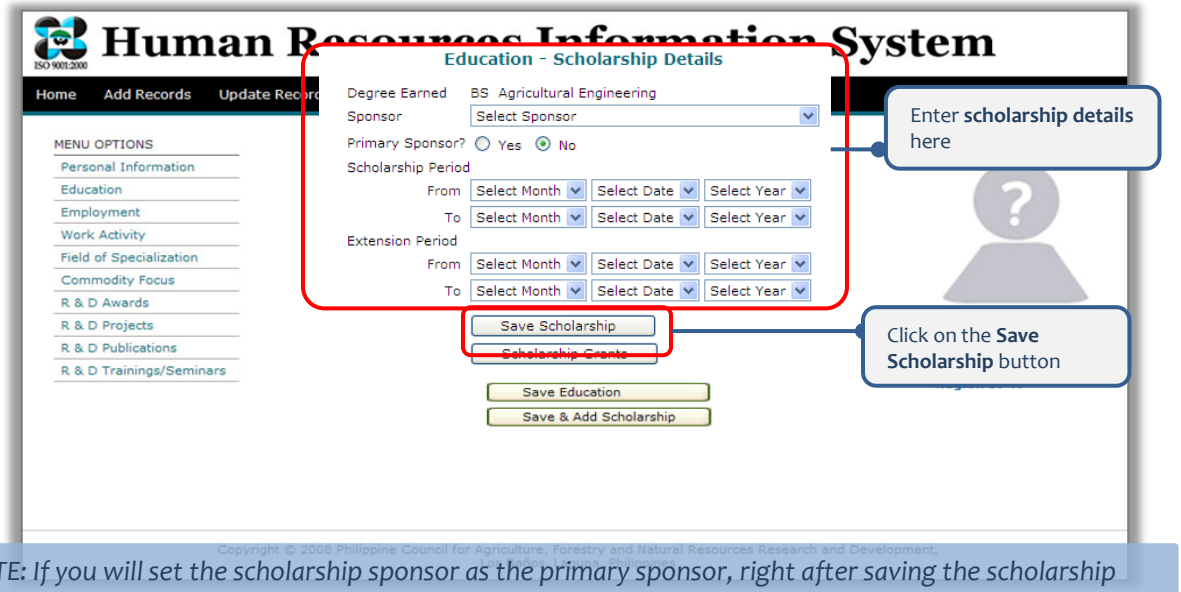


- **Deleting education record/s**
  If you need to delete an education record just click on the **field** that you want to delete and then click on the **delete icon.** Then you will see a pop-up window, just click on **OK** to completely delete the record.



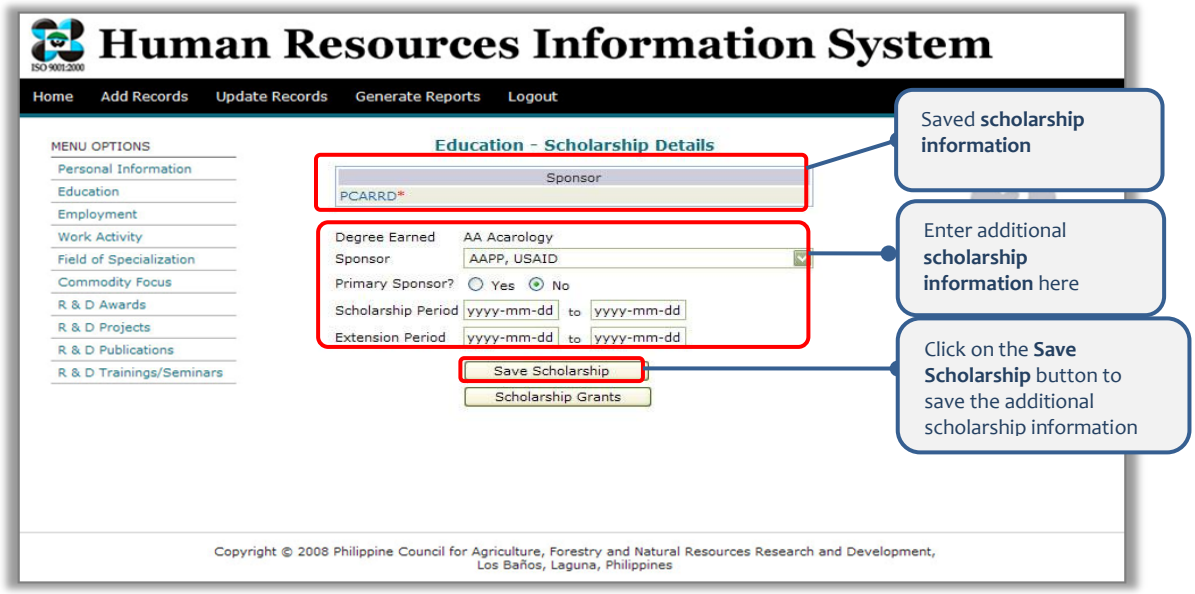
EDUCATION - SCHOLARSHIP DETAILS

- **Adding scholarship details**
  In the **Education - Scholarship details page**, fill up the **scholarship details** including the following data elements: **sponsor, scholarship period,** and **extension period**. For the scholarship and extension period, please follow the year-month-date format (yyyy-mm-dd). Click on the Save Scholarship button.

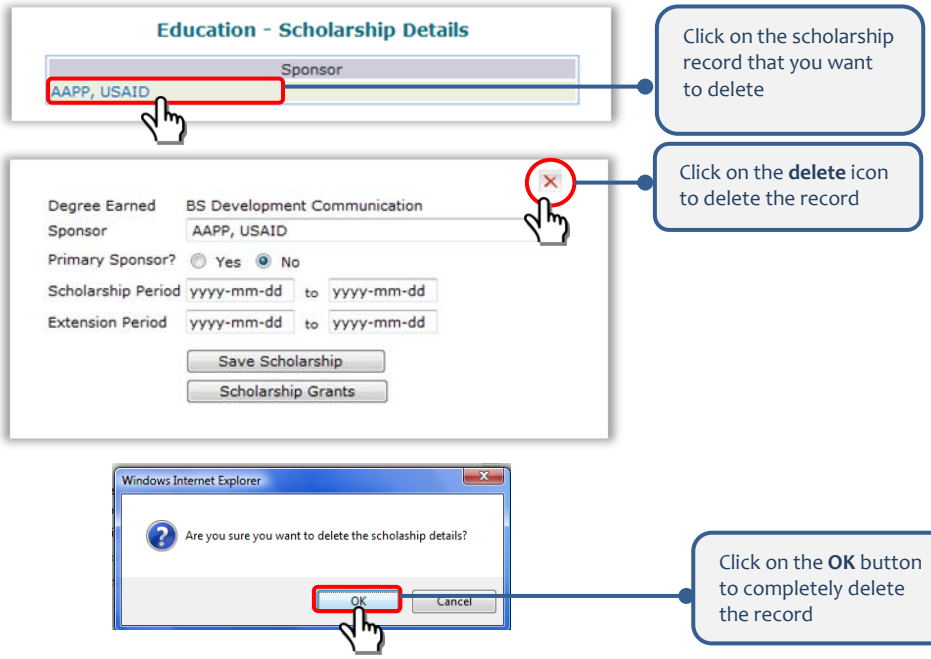


NOTE: If you will set the scholarship sponsor as the primary sponsor, right after saving the scholarship detail, you will notice that there is red asterisk (*) on the sponsor.

- **Adding another scholarship information**
  For additional scholarship/s, after saving the first scholarship details, you can fill up the scholarship details again and then click on the **save button.**

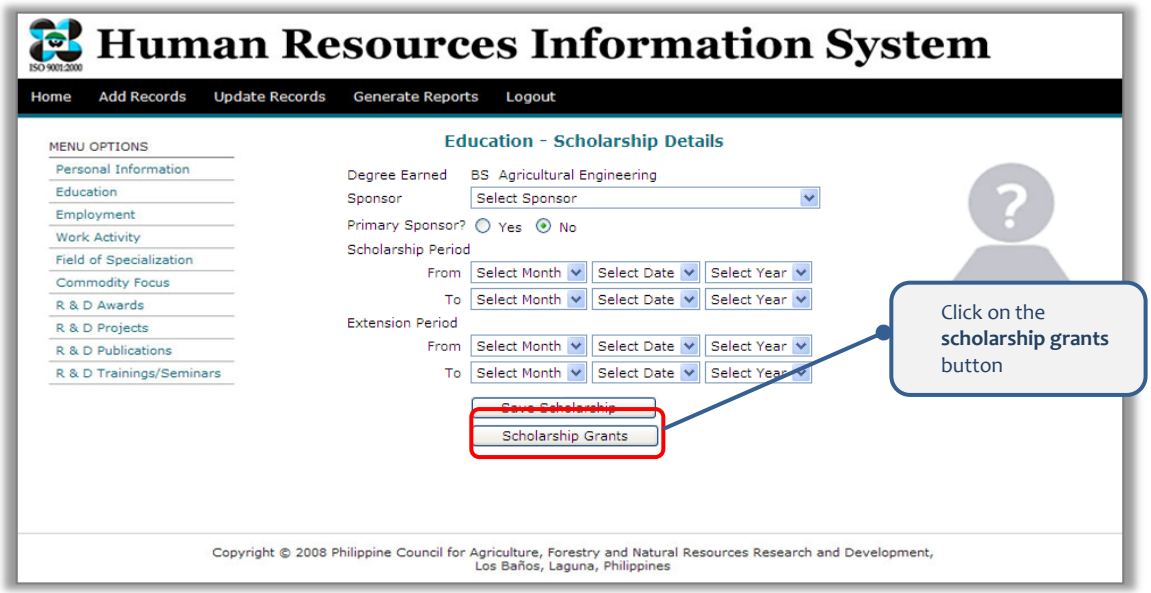


- **Deleting scholarship details**
  If you need to delete a scholarship record just click on the **sponsor** that you want to delete and then click on the **delete icon.** Then you will see a pop-up window, just click on **OK** to completely delete the record.

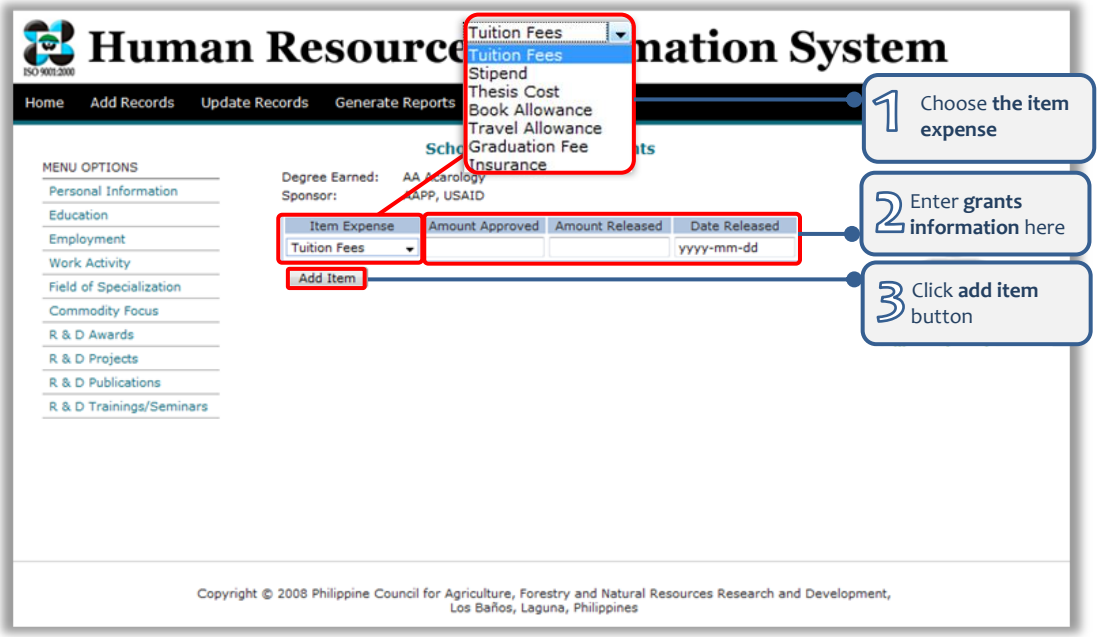


EDUCATION-SCHOLARSHIP GRANTS

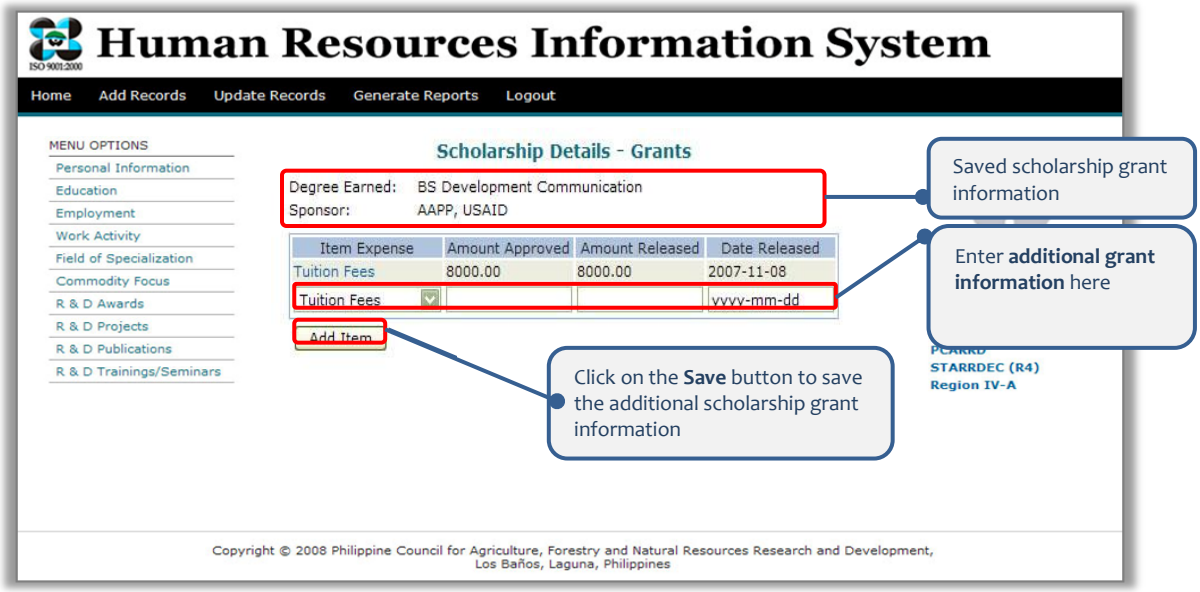
- **Adding scholarship grant/s**
  If you want to add **scholarship grant/s** just click on the Scholarship Grants button to access the **scholarship details - grants page.**



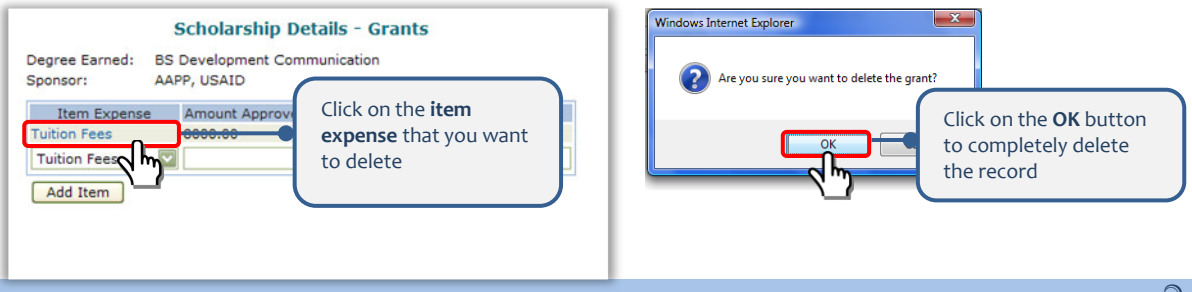
1. In the **scholarship details – grants page,** choose the type of **item expense (tuition fees, stipend, thesis cost, book allowance, travel allowance, graduation fee, or insurance)**
2. In the same page, enter the **amount approved, amount released,** and the **date** the grant was released. You need to follow the year-month-date format (yyyy-mm-dd) for the date released.
3. Click on the **add item button** to save the scholarship grant.



- **Adding another scholarship grant**
  For additional scholarship grant/s, right after saving the first scholarship grant, you can fill up the **scholarship details - grants page** again and then click on the **save** button.



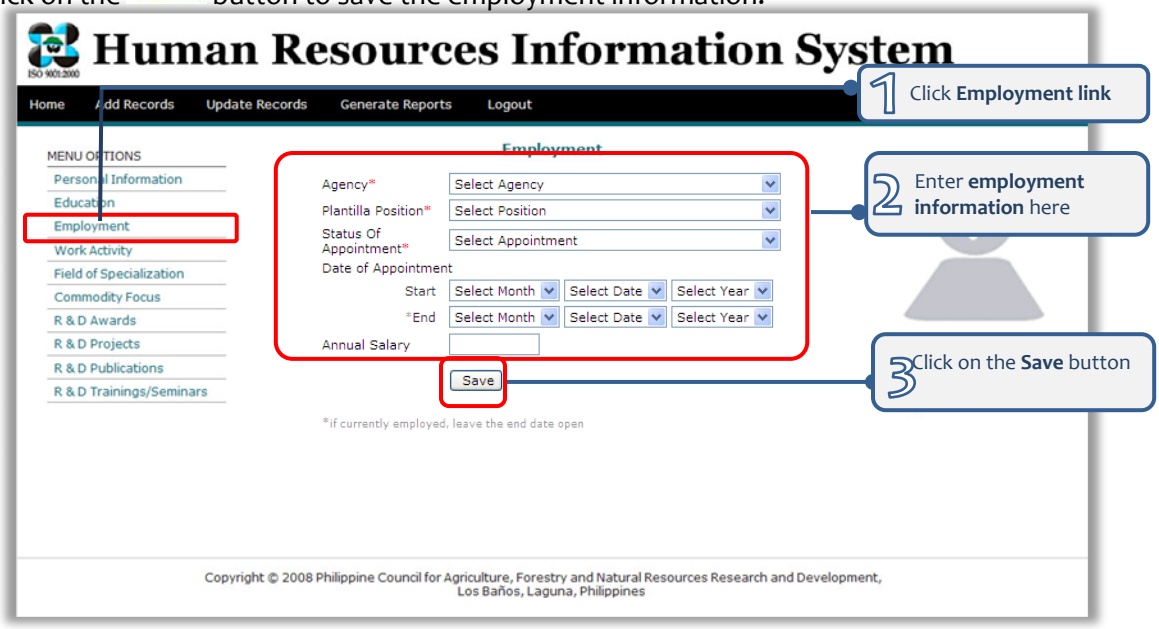
- **Deleting scholarship grant/s**
  If you need to delete scholarship grant/s just click on the **item expense** and then you will see a pop-up window, just click on **OK** to completely delete the record.


Scholarship Details - Grants
Degree Earned: BS Development Communication
Sponsor: AAPP, USAID
Item Expense
Tuition Fees
Tuition Fees
Add Item
Click on the item expense that you want to delete
Windows Internet Explorer
Are you sure you want to delete the grant?
OK
Click on the OK button to completely delete the record

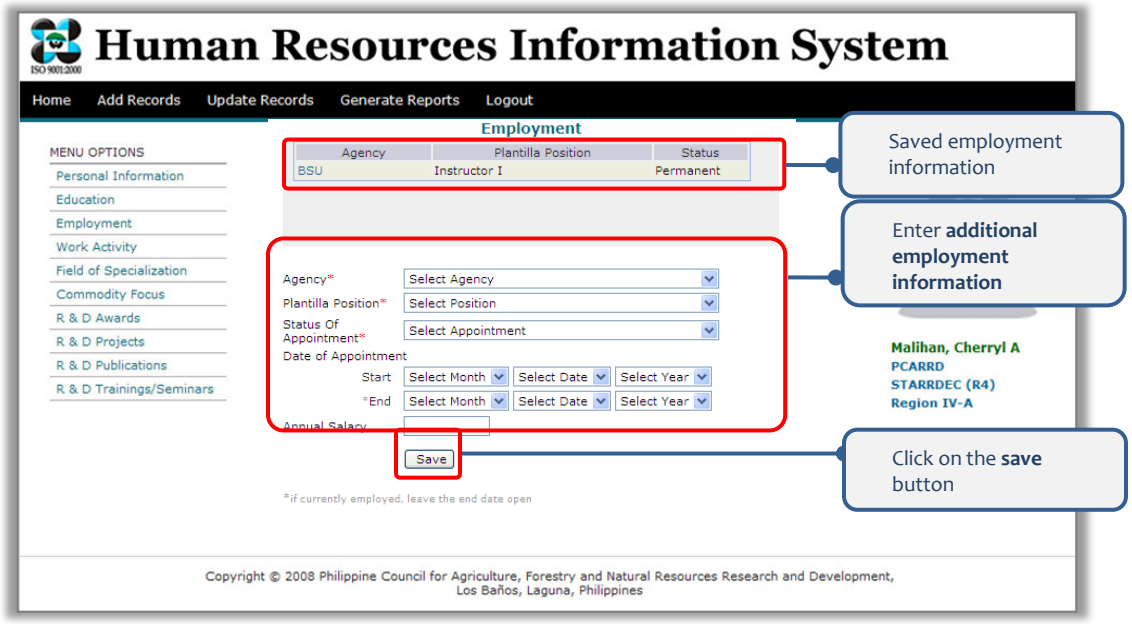
C. EMPLOYMENT

The **employment area** contains the following required data elements: agency, plantilla position, and status of appointment. Other data elements are date of appointment and annual salary. Below are the steps to add employment information.

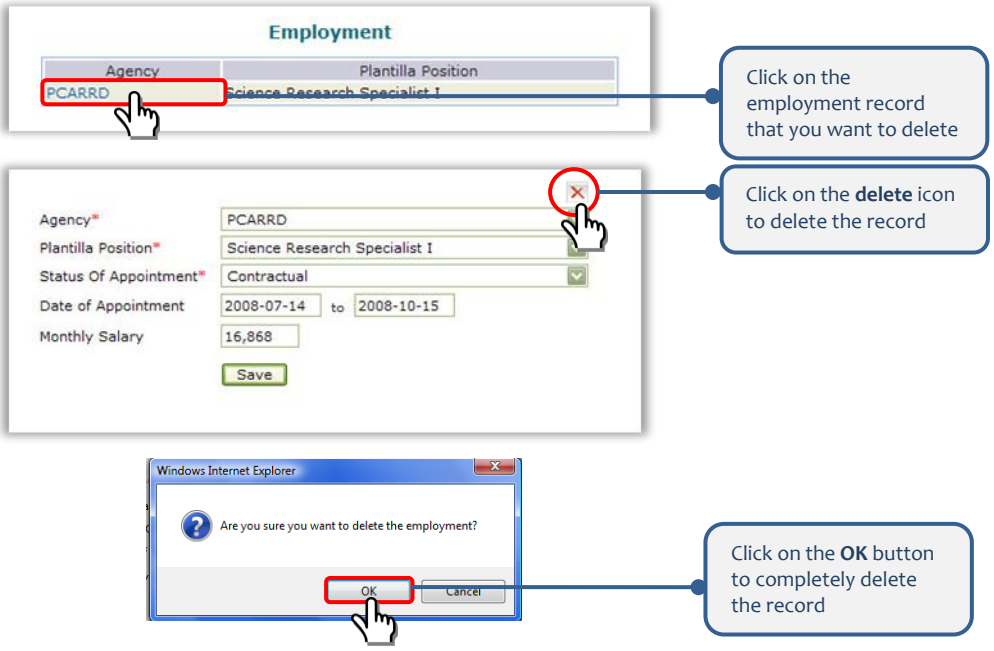
1. Click on the **employment link**.
2. Fill up all the required data fields the **employment area.**
3. Click on the Save button to save the employment information.



- **Adding another employment information**
  For additional employment information, right after saving the first employment information just fill up the **employment page** again and then click on the **save button** to save the additional employment information**.**



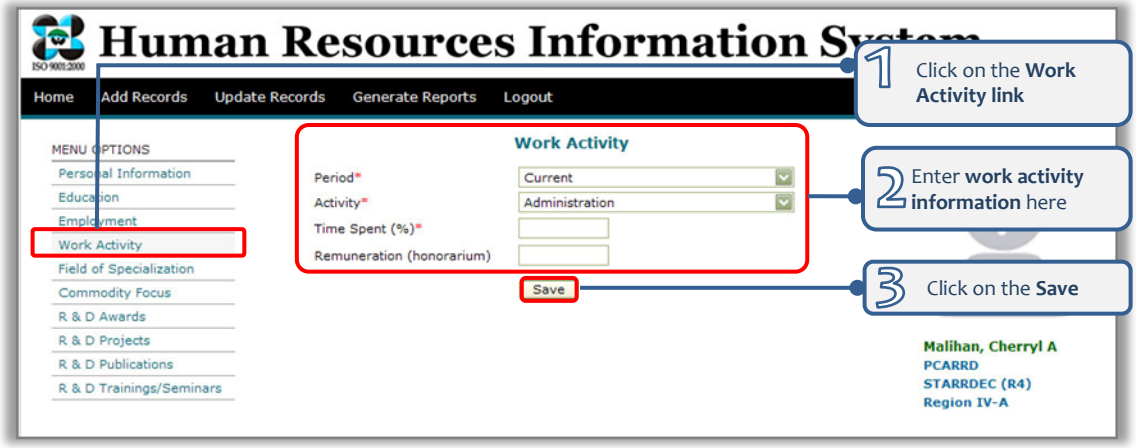
- **Deleting employment information/s**
  If you need to delete an employment record just click on the **employment agency** and then click on the **delete icon**. Then you will see a pop-up window, just click on **OK** to completely delete the record.



D. WORK ACTIVITY

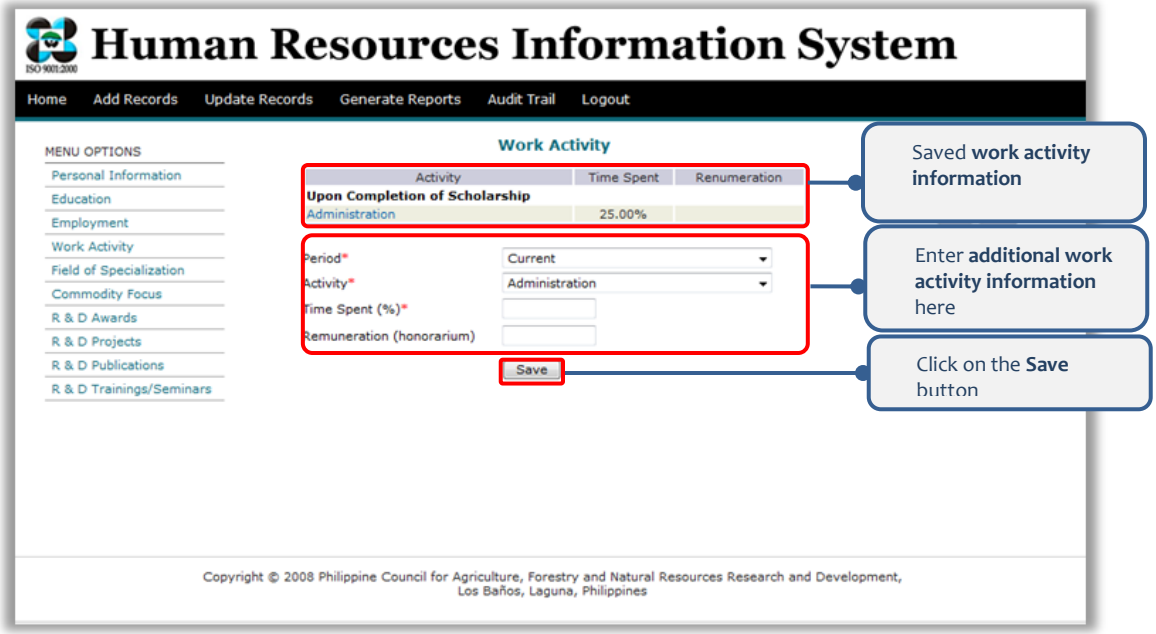
The **work activity area** contains the following required data elements: period, activity, and time spent (in percent form) in the work activity. You can also indicate the remuneration (honorarium) on this area. Below are the steps to fill up the work activity area.

1. Click on the **work activity link.**
2. Fill up all the required data elements in the **work activity area.**
3. Click on the Save button to save the work activity information.



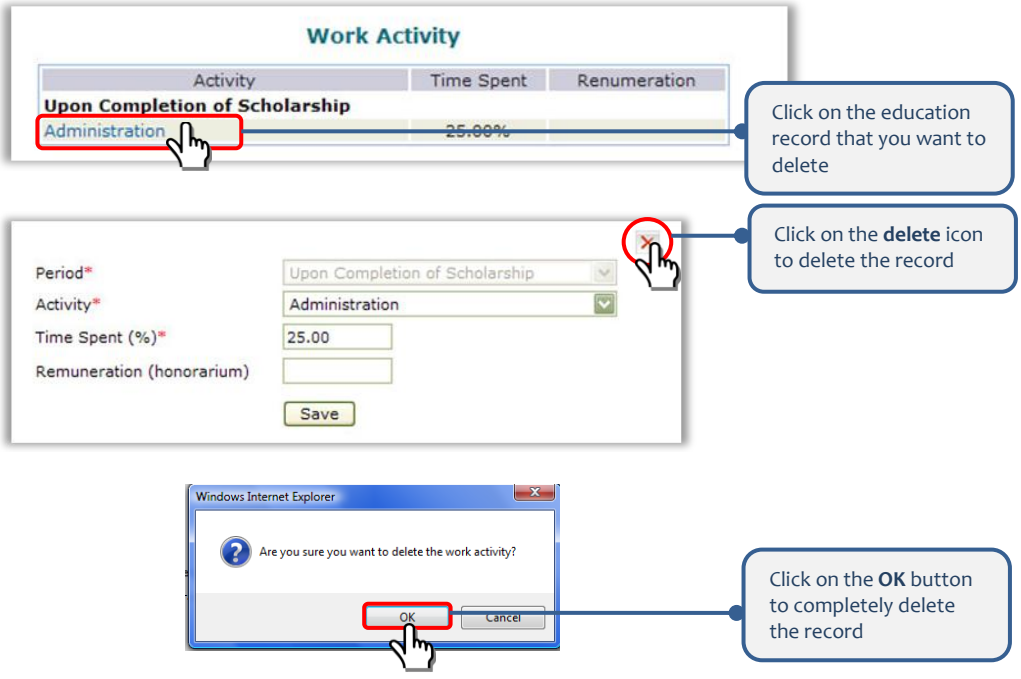
*NOTE: For the **time spent field,** you can only set a total of 100% work activity. Thus, if the total time spent has already reached 100% you will receive an error message for any additional work activity beyond 100%.*

- **Adding a work activity**
  For additional work activity information, you can fill-up the **work activity page** right after saving the first information and then click on the **save button** to save the additional work activity.



NOTE: For this example, you can still add another activity/ies that would add up to 75% for a total of 100%.

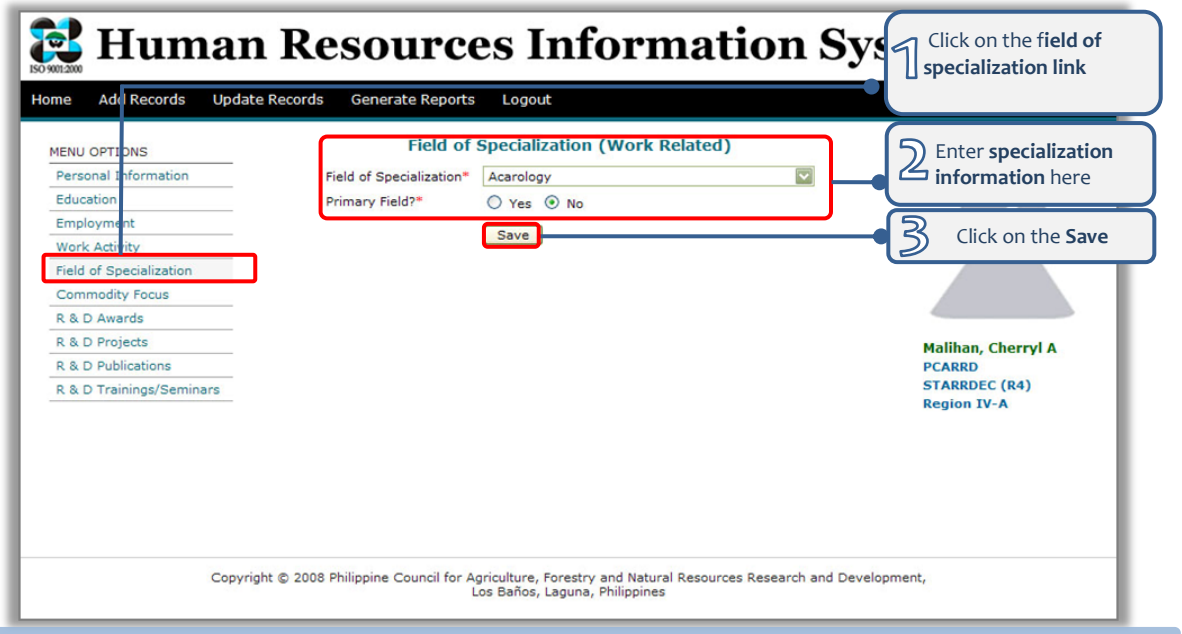
- **Deleting a work activity**
  If you need to delete a work activity record just click on the **work activity** that you want to delete and then click on the **delete icon**. Then you will see a pop-up window, just click on **OK** to completely delete the record.



E. FIELD OF SPECIALIZATION

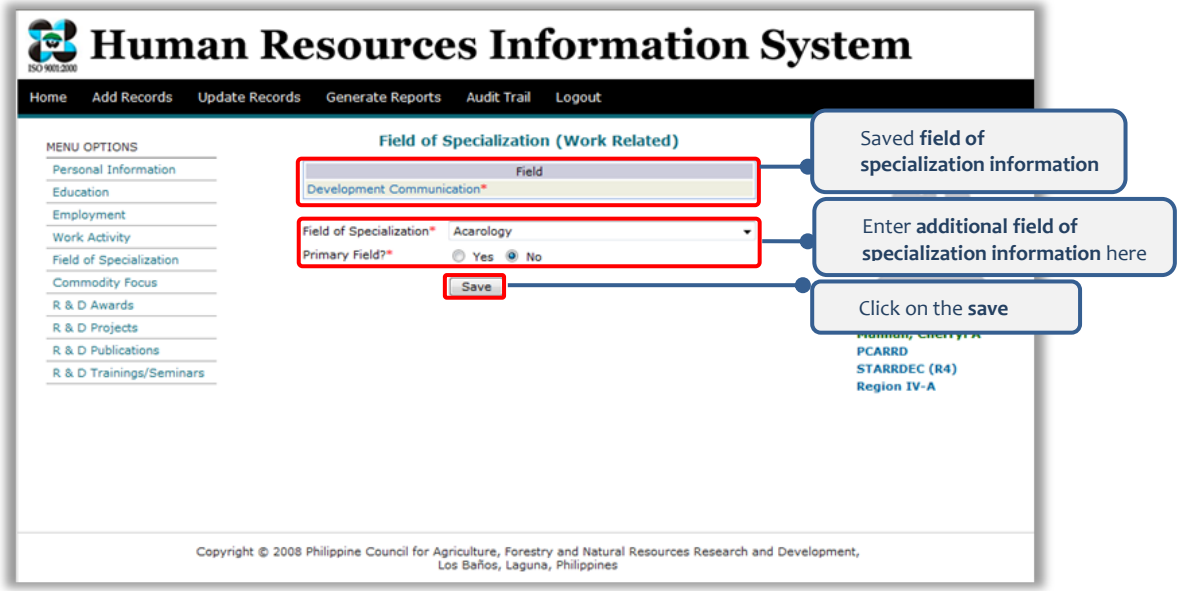
This **field of specialization area** contains the following required data elements: field of specialization and whether or not it is the primary field of specialization.

1. Click on the **field of specialization link.**
2. Fill up all the required data fields in the **field of specialization area.**
3. Click on the Save button to save the field of specialization information.

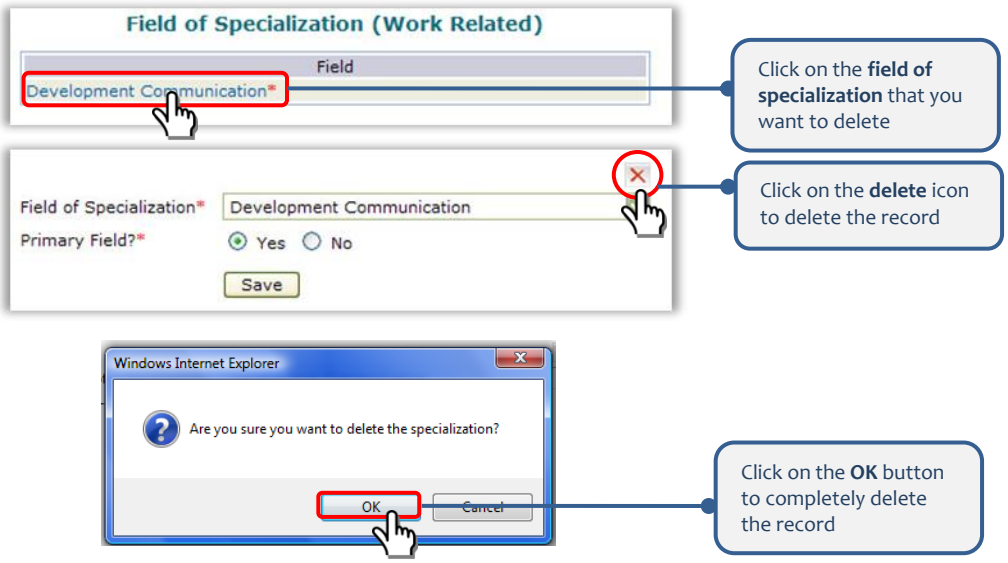


*NOTE: If you will set the specialization as the primary field, right after saving the specialization information, you will notice that there is red asterisk (*) on the field. If it so happens that you have two degrees and both of which can be considered as your highest degrees, you can set these two as your highest degree by clicking the **yes** radio button in the highest degree question on both degrees.*

- **Adding another field of specialization**
  For additional field of specialization, right after saving the first field of specialization fill up the **specialization area** again and then click on the **save button** to save additional field of specialization.



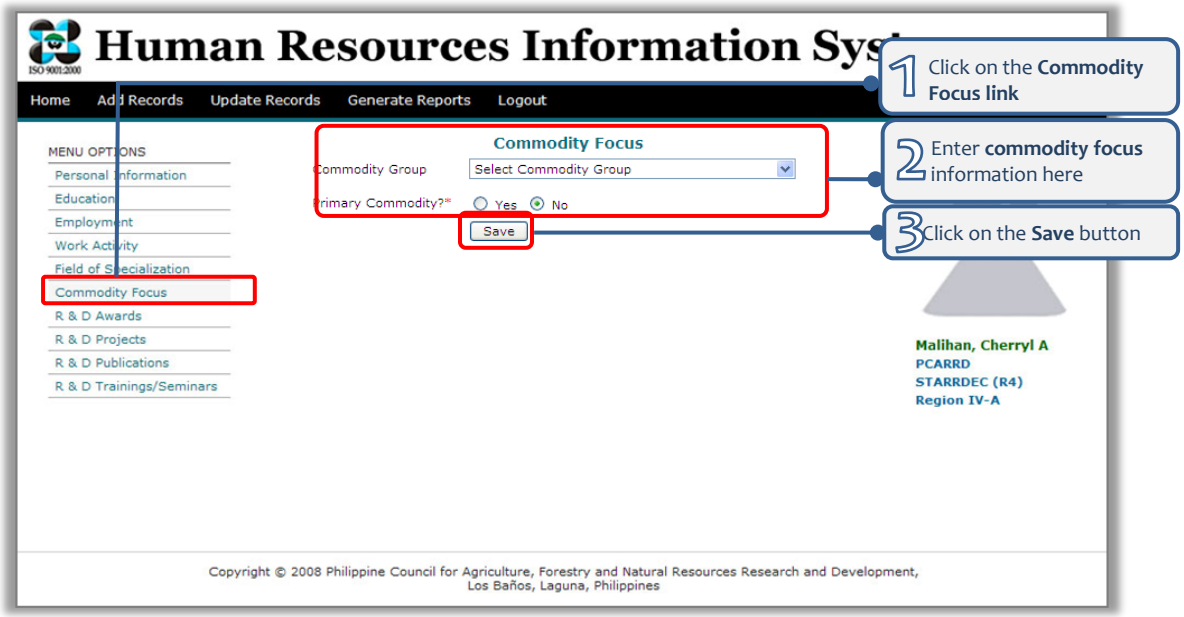
- **Deleting a field of specialization**
  If you need to delete a field of specialization just click on the **field** that you want to delete and then click on the **delete icon.** Then you will see a pop-up window, just click on **OK** to completely delete the record.



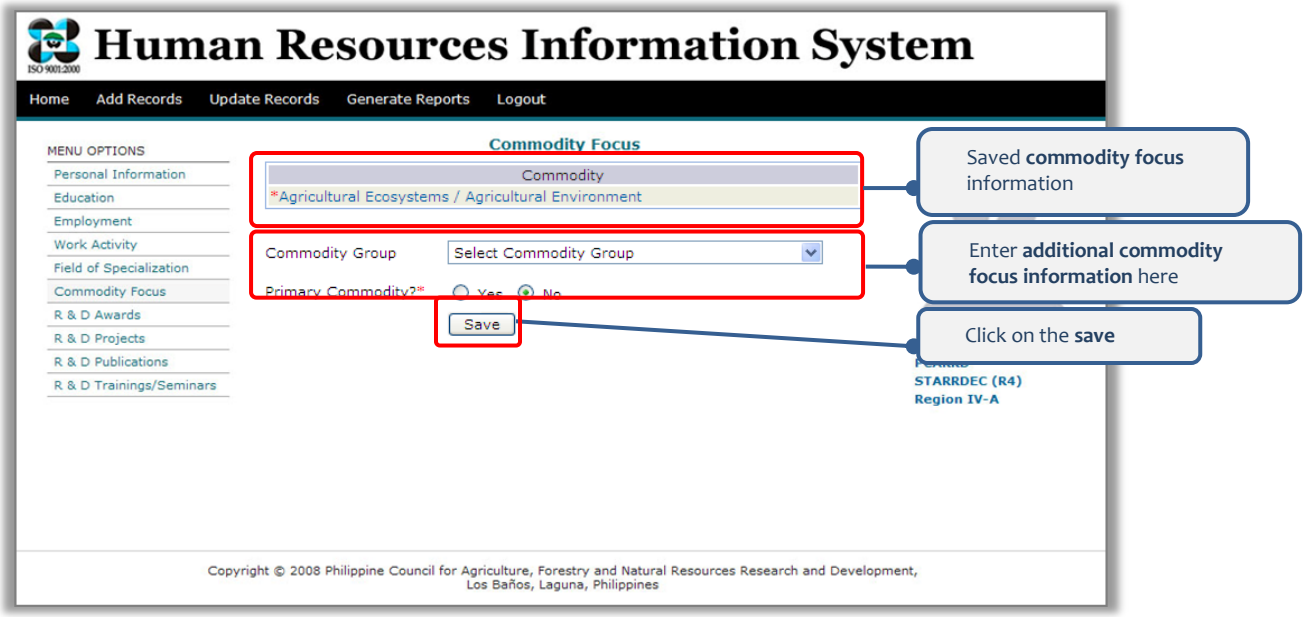
F. COMMODITY FOCUS

The **commodity focus area** contains the following required data elements: specific commodity and whether or not it is the primary commodity. Below are the steps to fill up the commodity focus area.

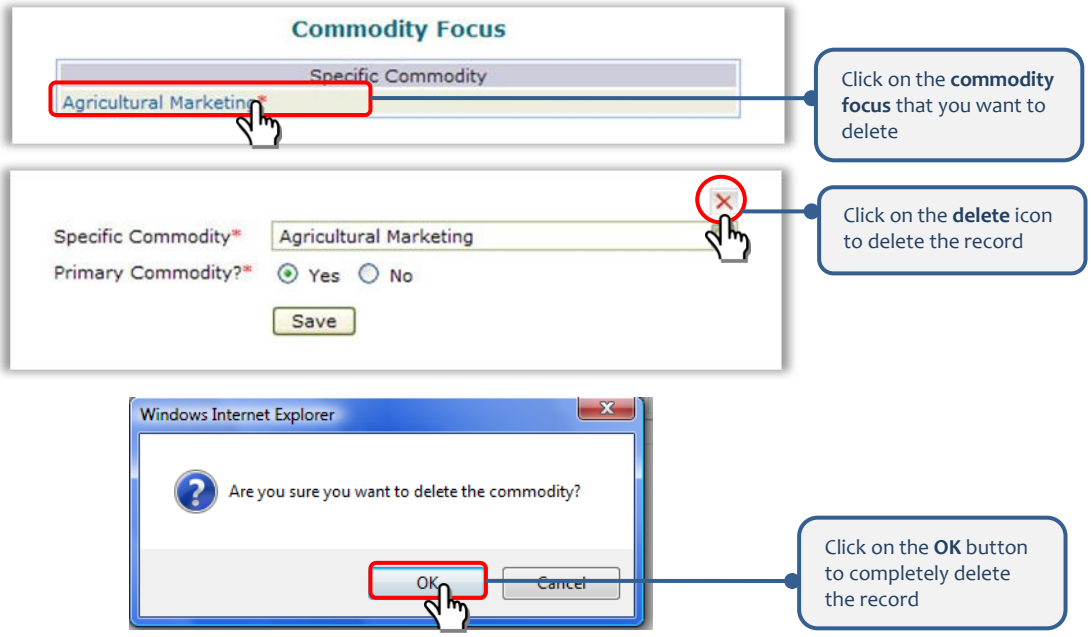
1. Click on the **commodity focus link**.
2. Fill up the **commodity focus area.**
3. Click on the Save button to save the commodity focus information.



- **Adding another commodity focus**
  For additional commodity focus, right after saving the first commodity focus just fill up the **commodity area again** and then click on the **save button** to save the additional commodity focus.



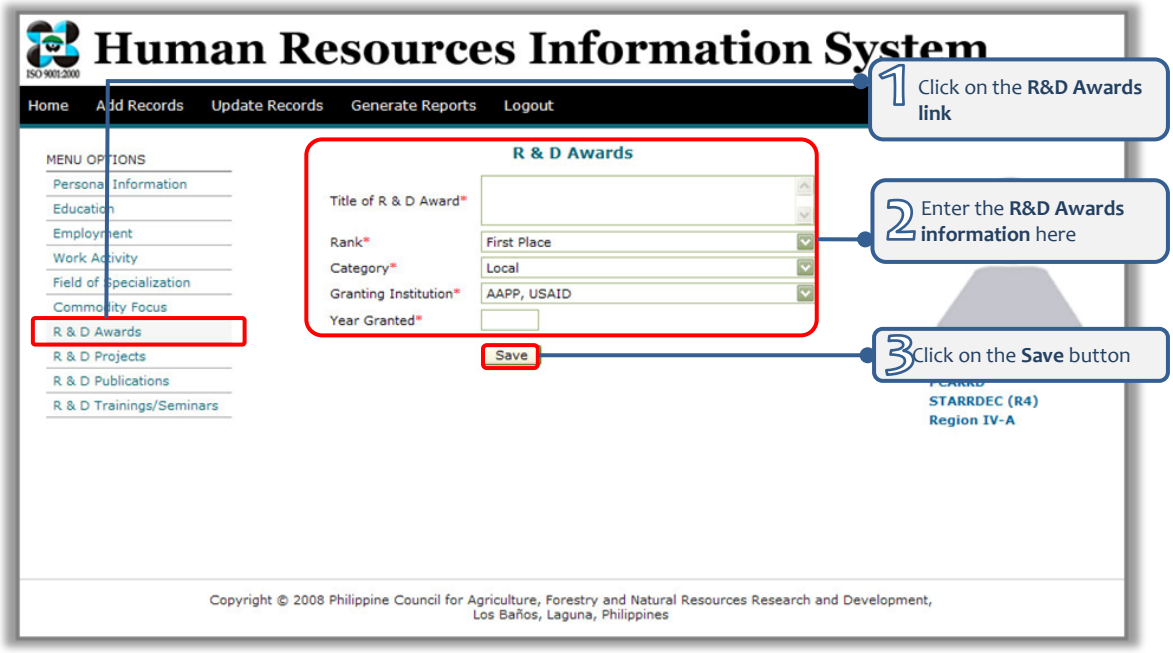
- **Deleting a commodity focus**
  If you need to delete a specific commodity just click on the **specific commodity** that you want to delete and then click on the **delete icon.** Then you will see a pop-up window, just click on **OK** to completely delete the record.



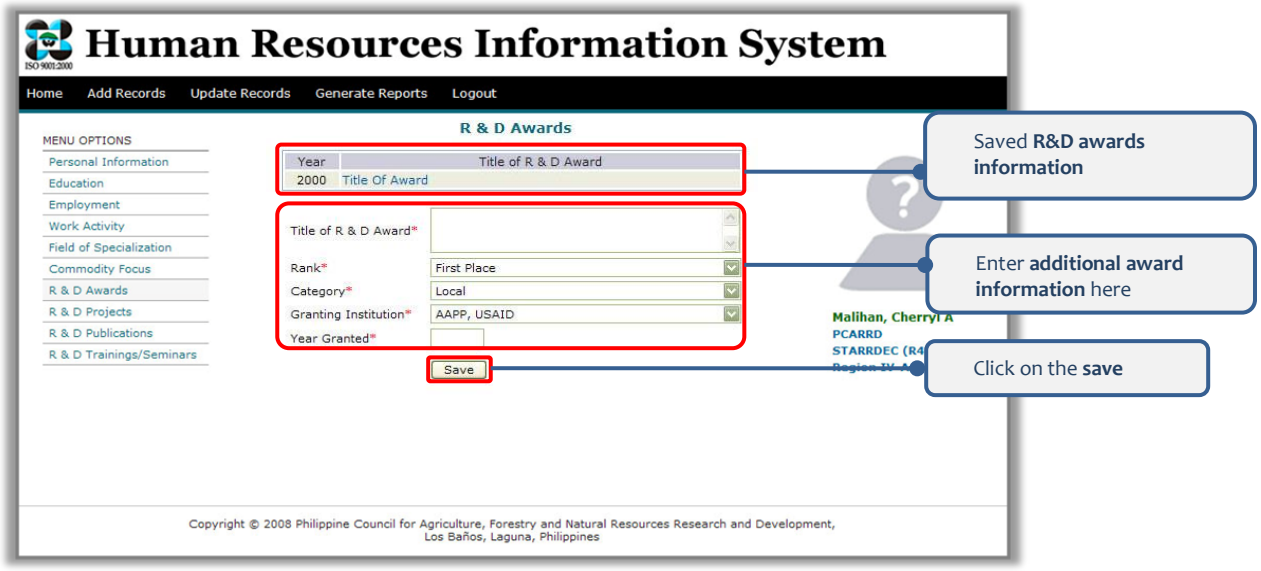
G. R&D AWARDS

The **R&D awards area** contains the following required data elements: title, rank, category, granting institutions, and the year granted. Below are the steps on how to fill up the R&D awards.

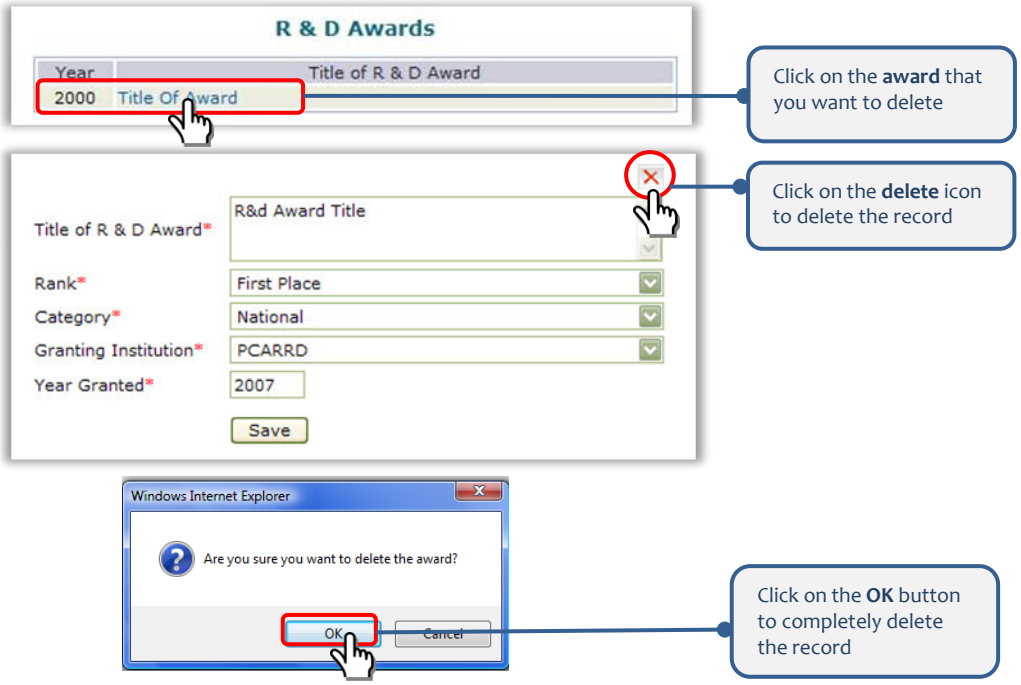
1. Click on the **R&D awards link**.
2. Fill up the **R&D award area.**
3. Click on the Save button to save the awards information.



- **Adding R&D award/s**
  For additional R&D award/s, right after saving the R&D award, just fill up the **R&D awards page** again and then click on the **save button** to save the additional R&D award.



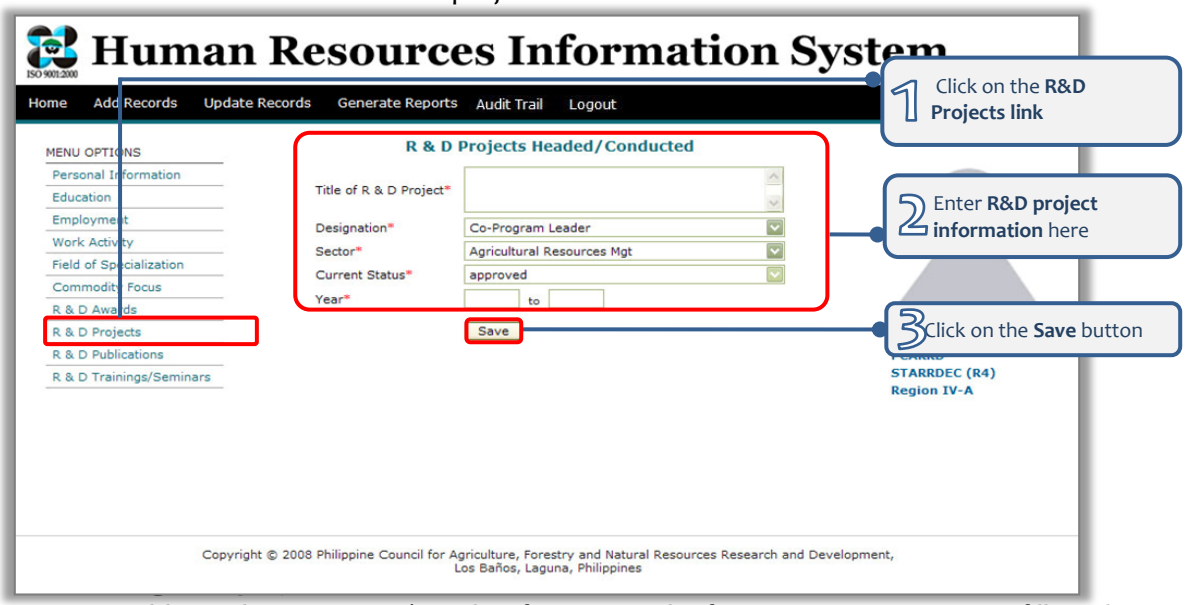
- **Deleting R&D award/s**
  If you need to delete an award just click on the **R&D award title** and then click on the **delete icon**. Then you will see a pop-up window, just click on **OK** to completely delete the record.



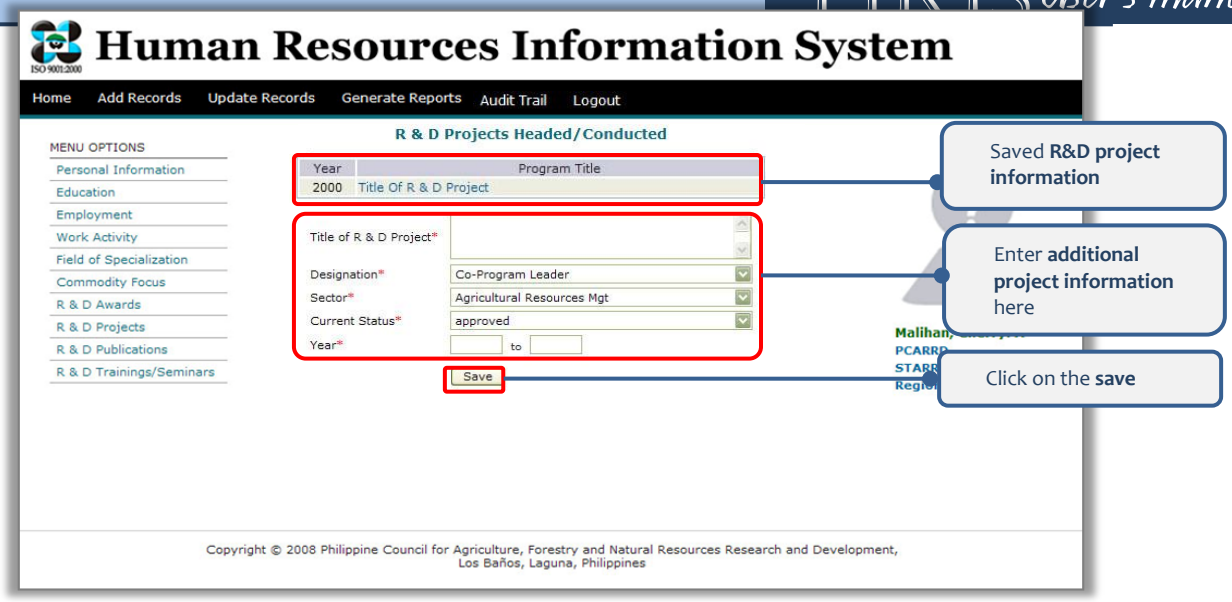
H. R&D PROJECTS

The **R&D projects area** contains the following required data elements: title, designation, sector, current status, and the duration (start year and end year). Below are the steps to fill up the R&D projects area.

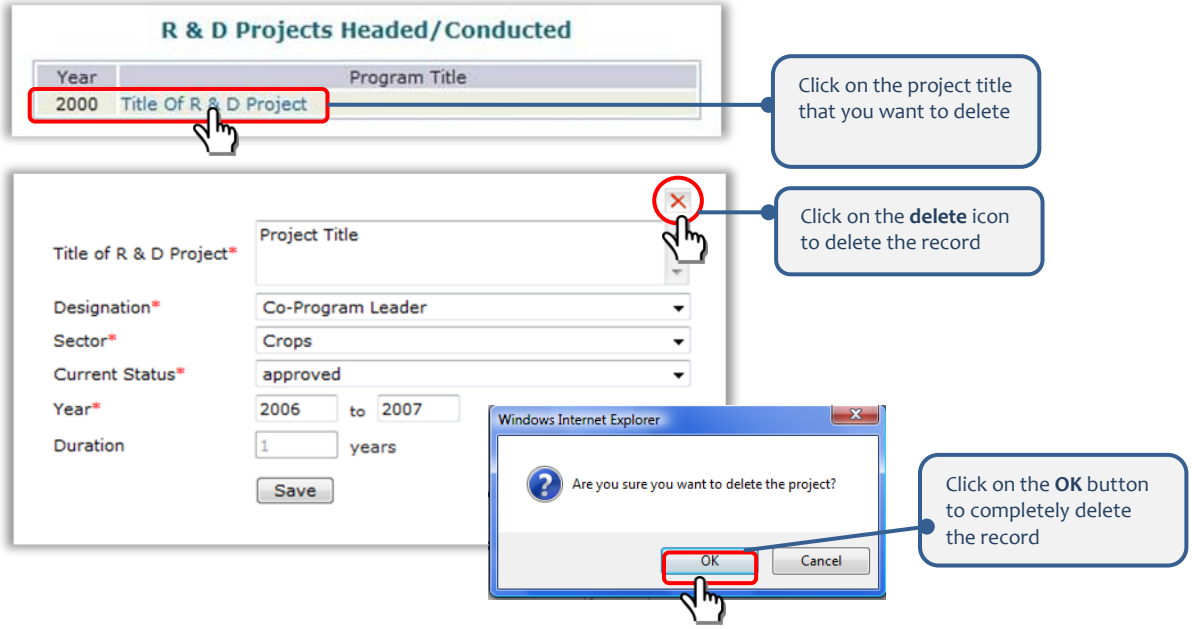
1. Click on the **R&D Projects link.**
2. Fill up the **R&D projects area.**
3. Click on the Save button to save the projects information.



For additional R&D project/s, right after saving the first R&D project you can fill up the **R&D projects headed/conducted area** again and then click on the **save button.**



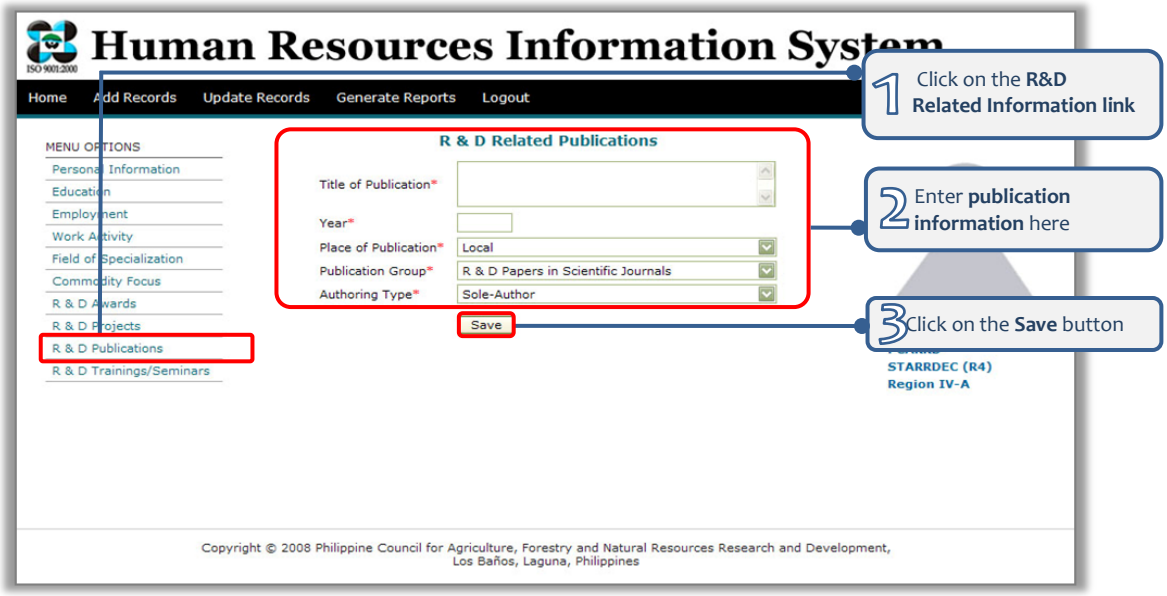
- **Deleting R&D project/s headed/conducted**
  If you need to delete a project record just click on the **R&D project title** and then click on the **delete icon.** Then you will see a pop-up window, just click on **OK** to completely delete the record.



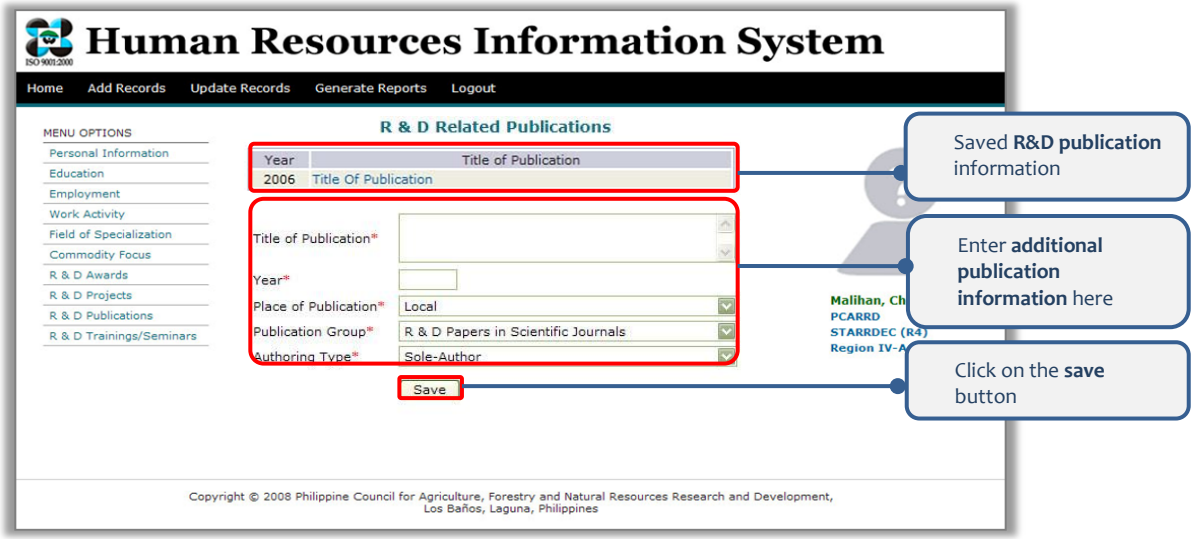
I. R&D Publications

The **R&D publications area** has the following required data fields: title, year, and place of publication, publication group, and authoring type. Below are the steps to complete this area.

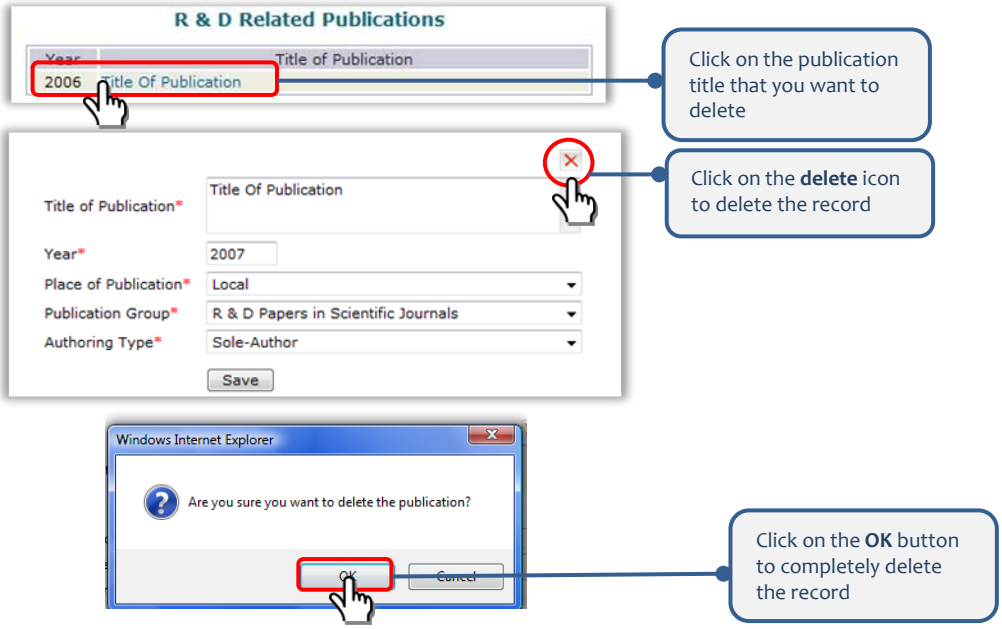
1. Click on the **R&D publications link.**
2. Fill up the **R&D publications area.**
3. Click on the Save button to save the publications information.



- **Adding R&D publication/s**
  For additional R&D publication/s, right after saving the first R&D publication just fill up the **R&D related publications area** then click on the **save button.**



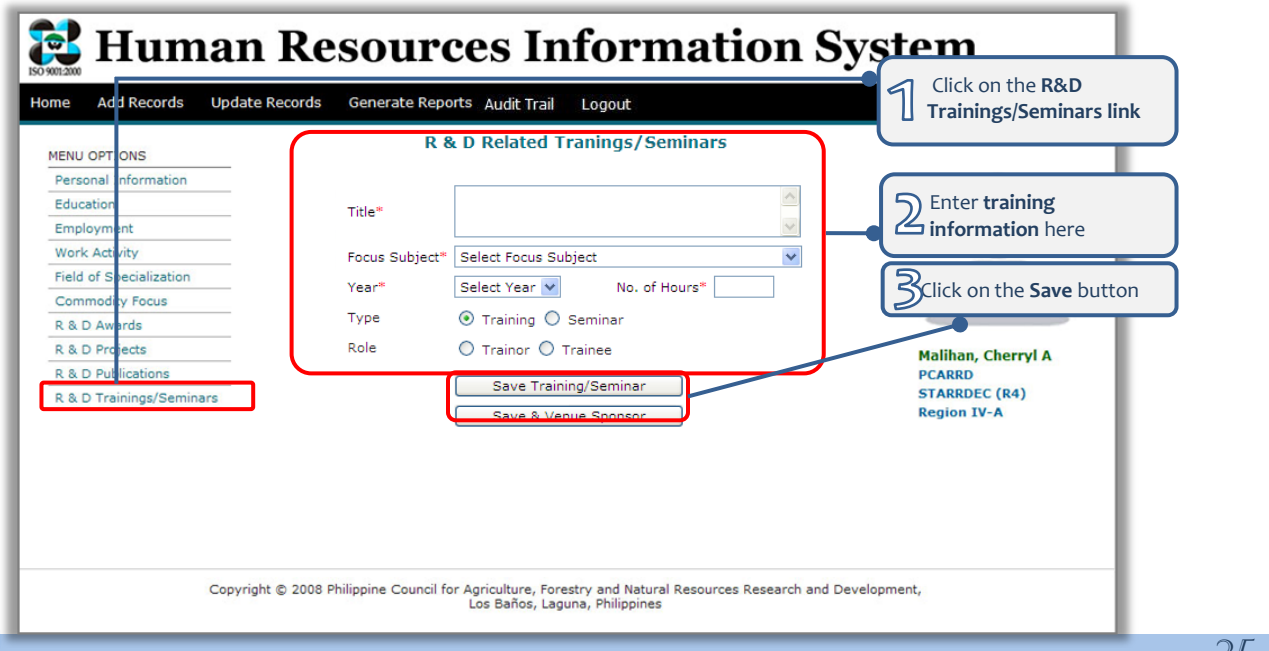
- **Deleting R&D publication/s**
  If you need to delete a publication, just click on the **R&D publication title** and then click on the **delete icon**. Then you will see a pop-up window, just click on **OK** to completely delete the record.



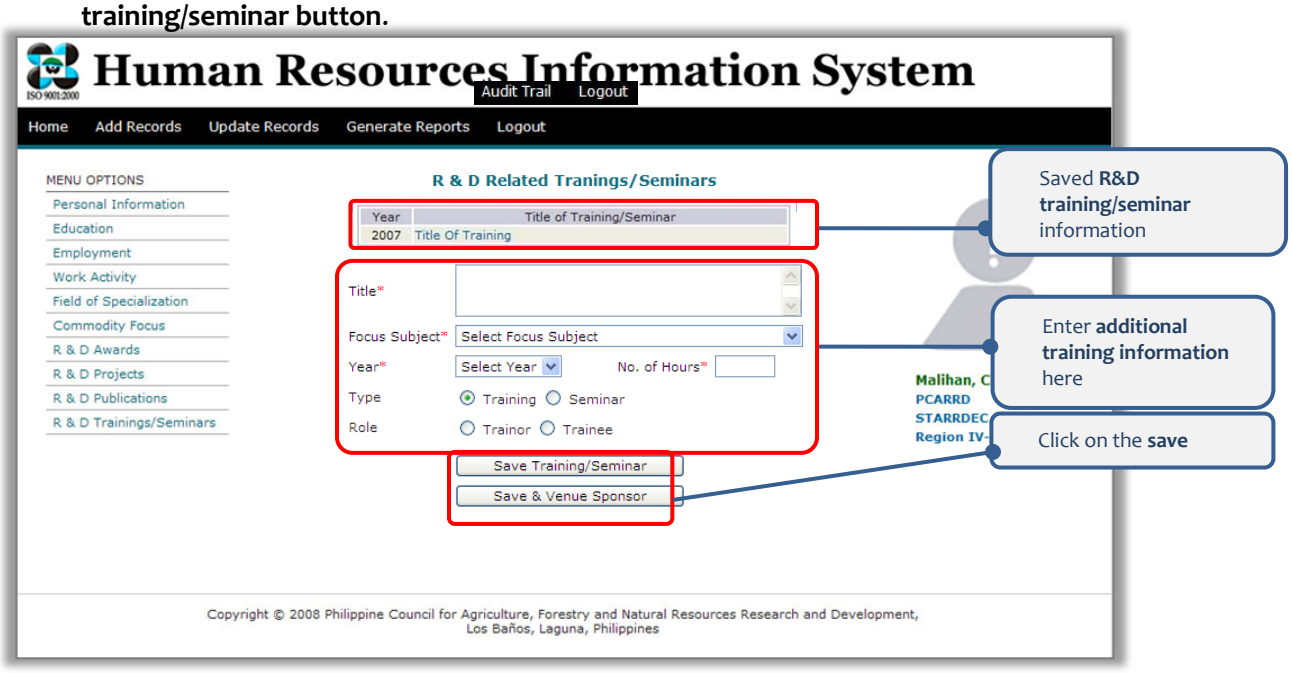
J. R&D TRAININGS/SEMINARS

The **R&D trainings/seminars area** contains the following required data fields, title, focus subject, year, and the number of hours. Below are the steps to complete this area.

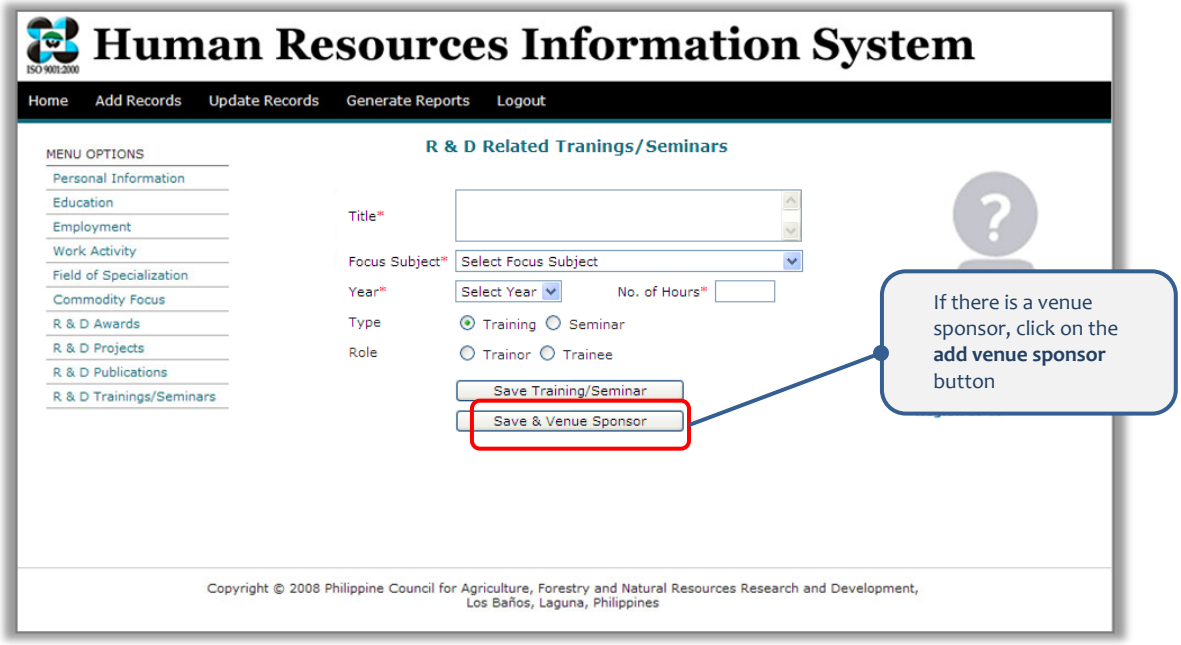
1. Click on the **R&D trainings/seminars link.**
2. Fill up the **R&D trainings/seminars area.**
3. Click on the Save Training/Seminar button to save the training or seminar information.
4. If in case you have a **venue sponsor** for the training or seminar, you can click on the Add Venue Sponsor button to add the venue sponsor information.



- **Adding R&D related trainings/seminars**
  For additional R&D related training/seminar, right after saving the first R&D training seminar information just fill up the **R&D related training/seminar area** again and then click on the **save training/seminar button.**

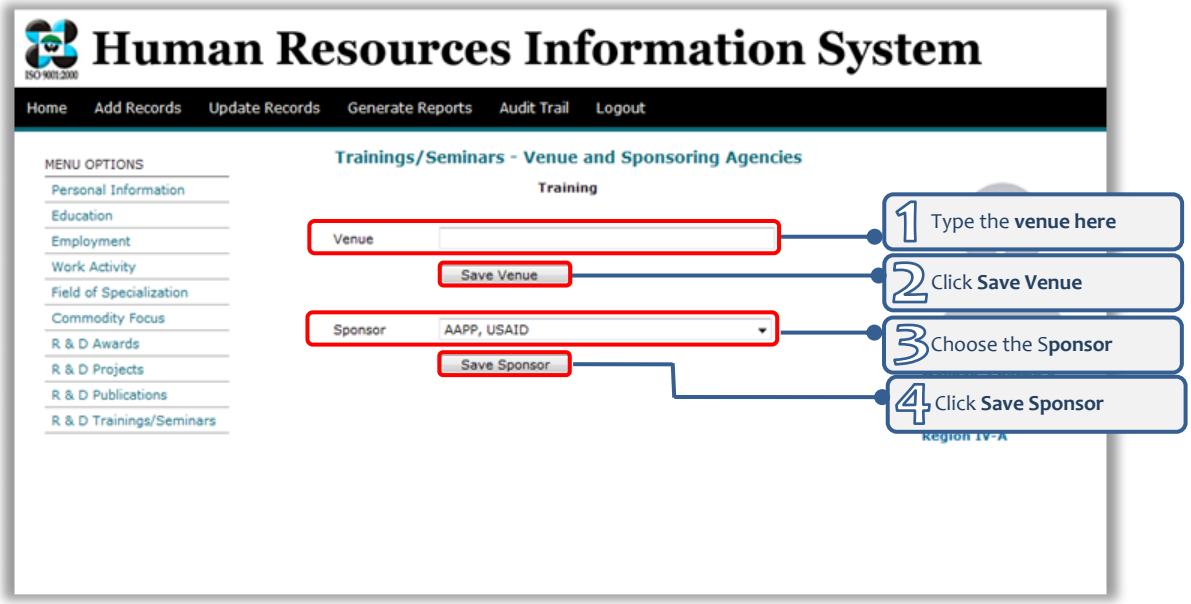


- **Adding venue sponsor/s**
  To add a **venue sponsor** for R&D related trainings/seminars, click on the **add venue sponsor button** on the R&D related trainings/seminars page.

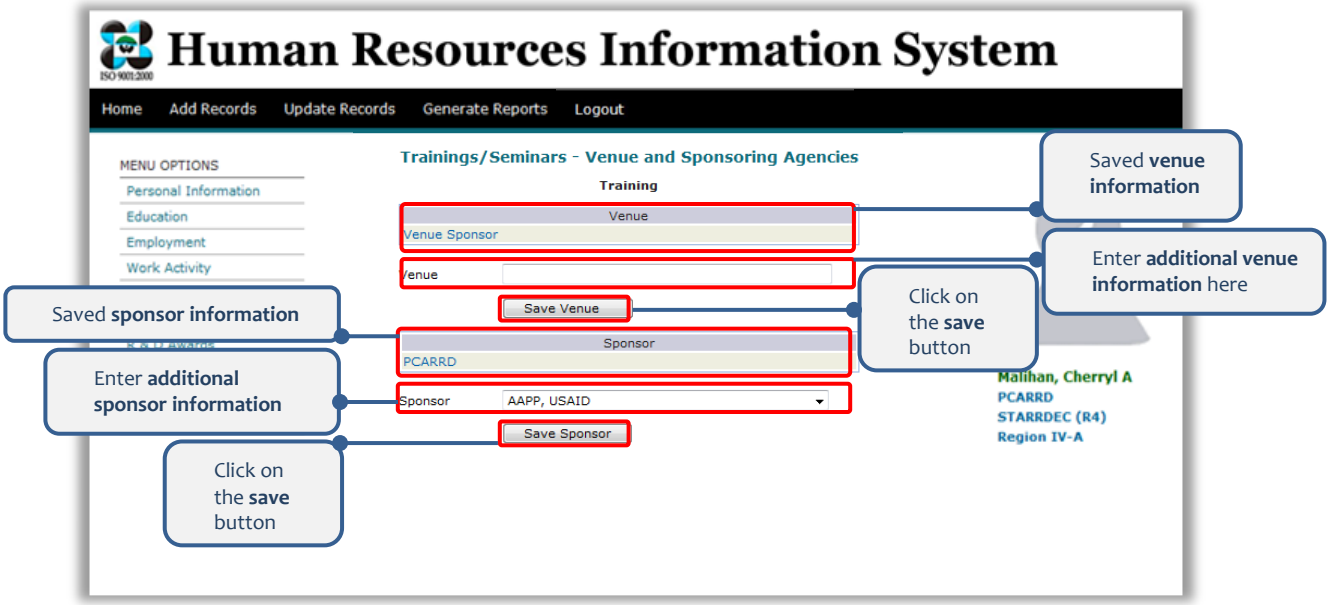


1. On the **venue and sponsoring agencies page**, type the **venue.**

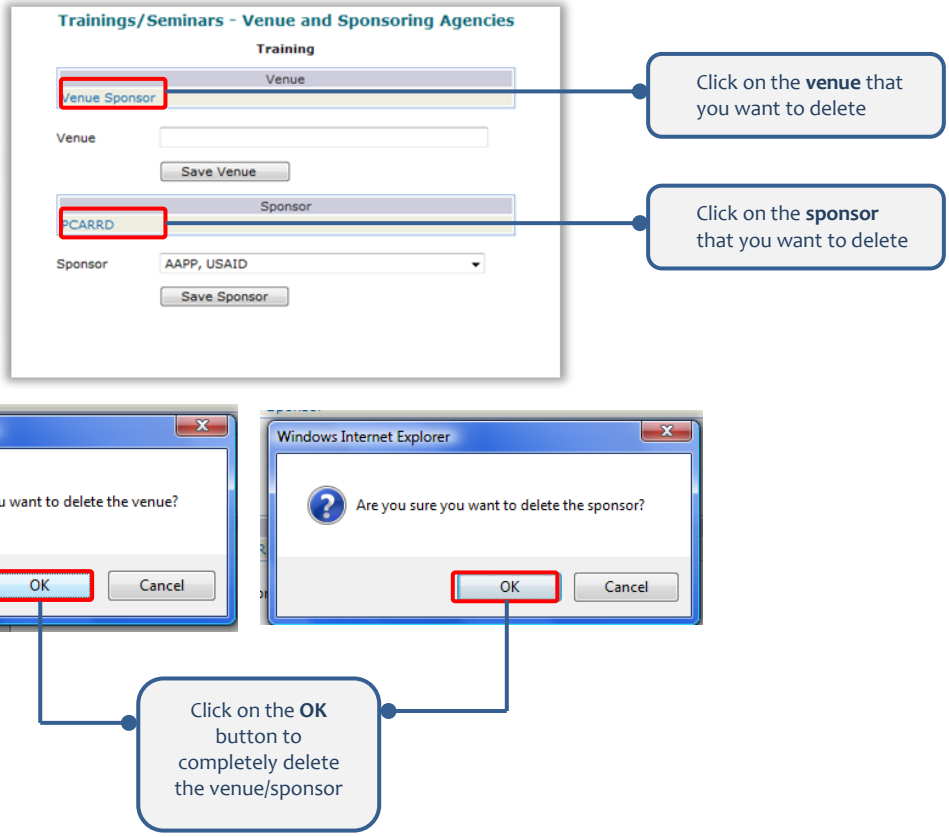
2. Click on the **save venue button** to save the venue information.
3. On the same page, choose the **sponsor** from the dropdown list.
4. Click on the **save sponsor button** to add the sponsor information.



- **Adding another venue/sponsor**
  For additional venue and sponsoring agencies, right after saving the first venue/sponsoring agency just fill up the **trainings/seminars - venue and sponsoring agencies area** again and click on the **save venue/save sponsor button** to save additional training venue and/or sponsor.



- **Deleting venue/sponsor**
  If you need to delete a venue/sponsor just click on the **venue/sponsor** and then click on the **delete icon.** Then you will see a pop-up window, just click on **OK** to completely delete the record.

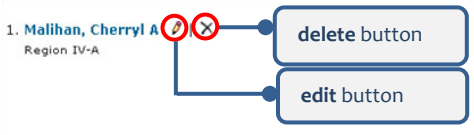


UPDATING RECORDS

This allows the administrator to either edit or delete the record of certain scholar or researcher. Below are the steps to update a record.

1. Click on the **update records link** on the top menu
2. On the **update record main page**, perform a search using any of the following information: **name, agency,** or **region** from the dropdown list; or by typing in the **last** or **first name** and then clicking on the Search button.

3. Click on the **edit icon** if you would like to update the record, there is also a **delete icon** on this page if you would like to completely delete the record.

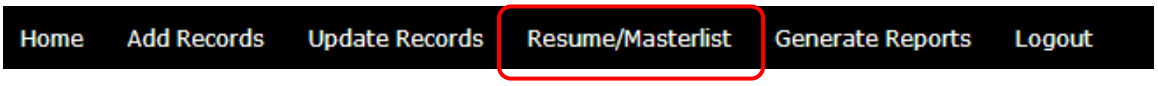


4. After clicking on edit, you would see the same page with the **add record chapter**. You can refer to previous chapter for the screenshots and the steps on how to update a record.

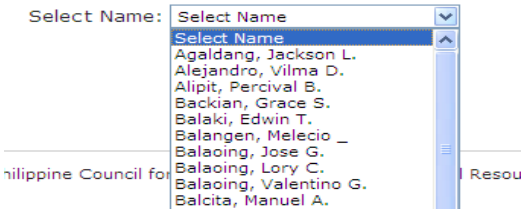
RESUME / MASTERLIST

Using HRIS you can generate resume and masterlist of a particular record.
To generate just follow these steps:

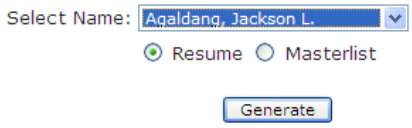
1. Click on the Resume/Masterlist to access.



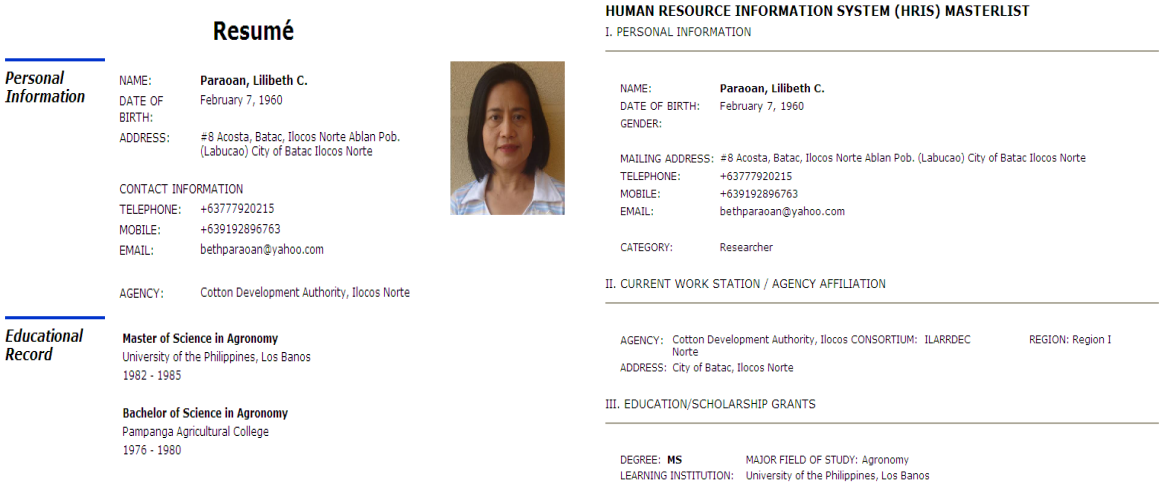
2. Select a particular record



3. Select if resume or masterlist and click **generate** button.



4. Below is a sample resume and masterlist report.



Resumé

Personal Information

NAME: **Paraoan, Lilibeth C.**
DATE OF BIRTH: February 7, 1960
ADDRESS: #8 Acosta, Batac, Ilocos Norte Ablan Pob. (Labucao) City of Batac Ilocos Norte

CONTACT INFORMATION
TELEPHONE: +63777920215
MOBILE: +639192896763
EMAIL: bethparaoan@yahoo.com

AGENCY: Cotton Development Authority, Ilocos Norte

Educational Record

Master of Science in Agronomy
University of the Philippines, Los Banos
1982 - 1985

Bachelor of Science in Agronomy
Pampanga Agricultural College
1976 - 1980

HUMAN RESOURCE INFORMATION SYSTEM (HRIS) MASTERLIST

I. PERSONAL INFORMATION

NAME: **Paraoan, Lilibeth C.**
DATE OF BIRTH: February 7, 1960
GENDER:

MAILING ADDRESS: #8 Acosta, Batac, Ilocos Norte Ablan Pob. (Labucao) City of Batac Ilocos Norte
TELEPHONE: +63777920215
MOBILE: +639192896763
EMAIL: bethparaoan@yahoo.com

CATEGORY: Researcher

II. CURRENT WORK STATION / AGENCY AFFILIATION

AGENCY: Cotton Development Authority, Ilocos Norte CONSORTIUM: ILARRDEC REGION: Region I
ADDRESS: City of Batac, Ilocos Norte

III. EDUCATION/SCHOLARSHIP GRANTS

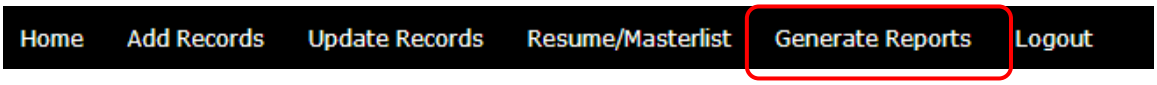
DEGREE: **MS** MAJOR FIELD OF STUDY: Agronomy
LEARNING INSTITUTION: University of the Philippines, Los Banos

GENERATING REPORTS

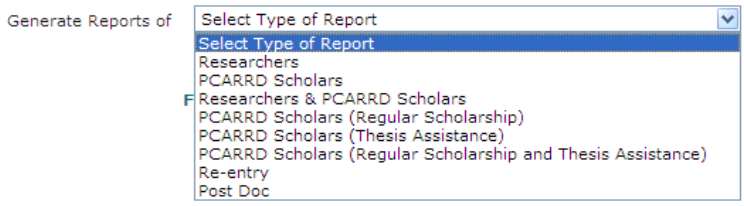
Using HRIS you can generate reports of researcher, researcher and scholar, PCARRD scholar (regular scholarship), and PCARRD Scholar (thesis assistance), re-entry , and post doc by name, sector, agency, degree program, region, age, plantilla position, learning institution, commodity, R&D awards received, year of award, and gender.

To generate any of these reports, just follow these steps:

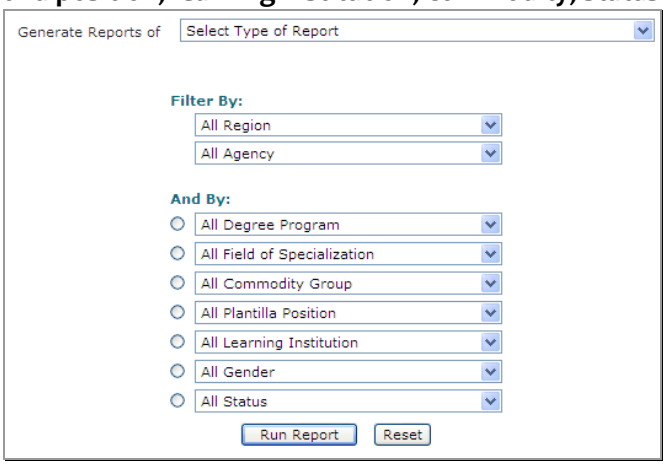
1. Click on the **generate reports link** to access the **generate reports main page**.



2. Select the **type of report** that you want to generate on the drop down menu. You can generate reports of **Researchers, PCARRD Scholars, Researchers & PCARRD Scholars, PCARRD Scholars (regular scholarship), and PCARRD Scholars (thesis assistance), PCARRD Scholars (regular scholarship and thesis assistance), re-entry, and post doc**.

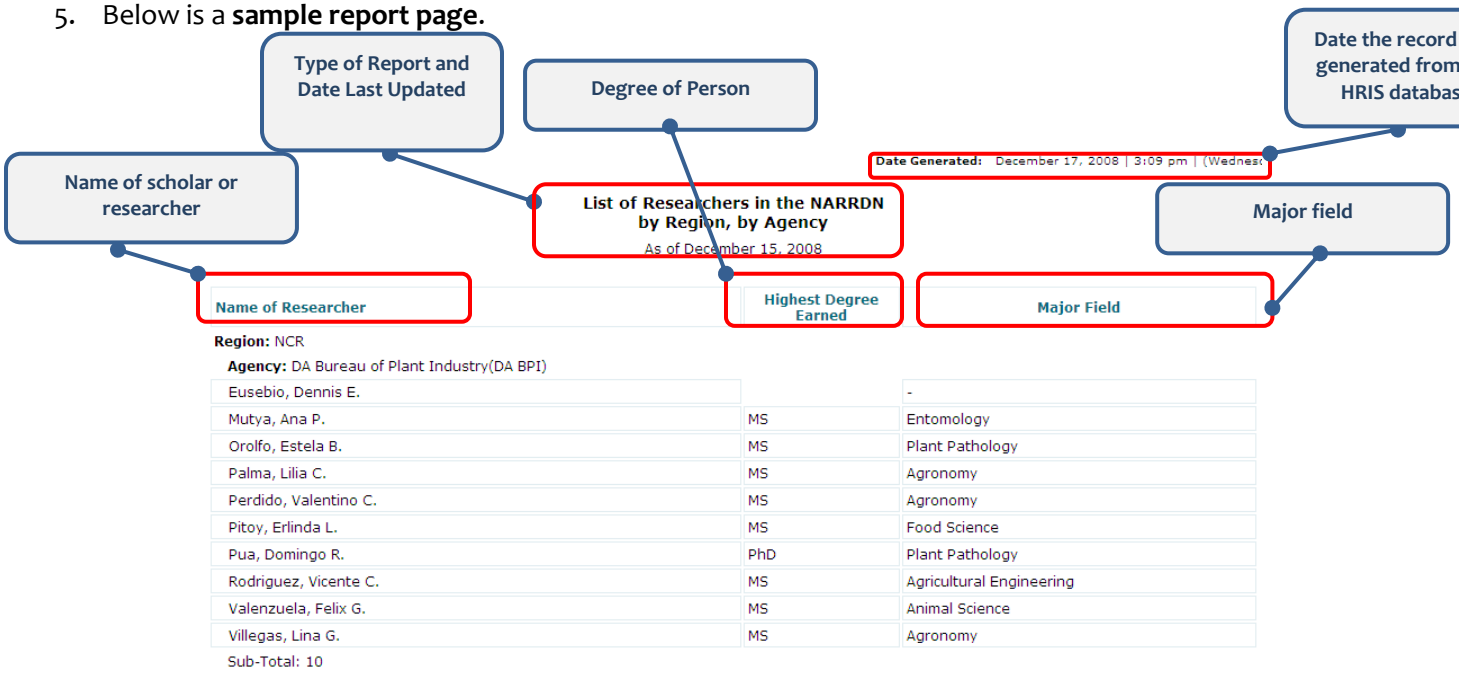


3. Choose if you want the report list by **region, agency** and can be filtered by **degree program, field of specialization, plantilla position, learning institution, commodity, status and gender.**

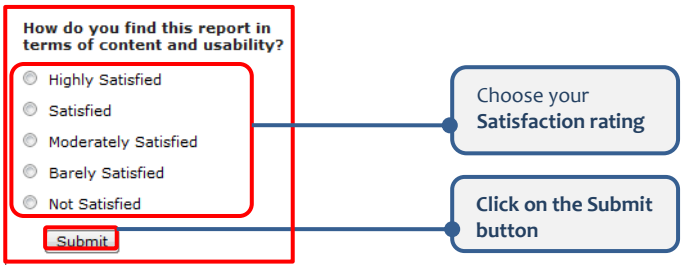


4. Click on the Run Report button.

5. Below is a **sample report page.**

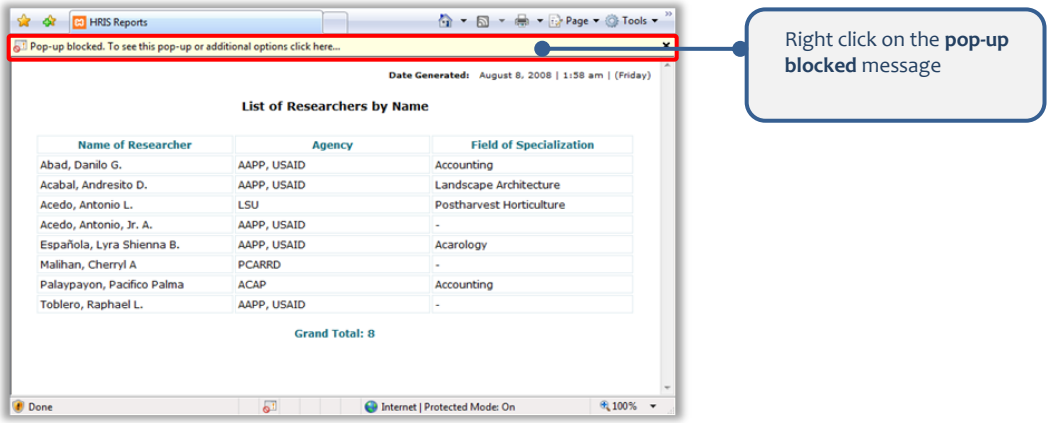

Type of Report and Date Last Updated
Degree of Person
Date the record was generated from the HRIS database
Name of scholar or researcher
Major field
Date Generated: December 17, 2008 | 3:09 pm | (Wednes
List of Researchers in the NARRDN by Region, by Agency
As of December 15, 2008
Name of Researcher
Highest Degree Earned
Major Field
Region: NCR
Agency: DA Bureau of Plant Industry(DA BPI)
Eusebio, Dennis E. -
Mutya, Ana P. MS Entomology
Orolfo, Estela B. MS Plant Pathology
Palma, Lilia C. MS Agronomy
Perdido, Valentino C. MS Agronomy
Pitoy, Erlinda L. MS Food Science
Pua, Domingo R. PhD Plant Pathology
Rodriguez, Vicente C. MS Agricultural Engineering
Valenzuela, Felix G. MS Animal Science
Villegas, Lina G. MS Agronomy
Sub-Total: 10

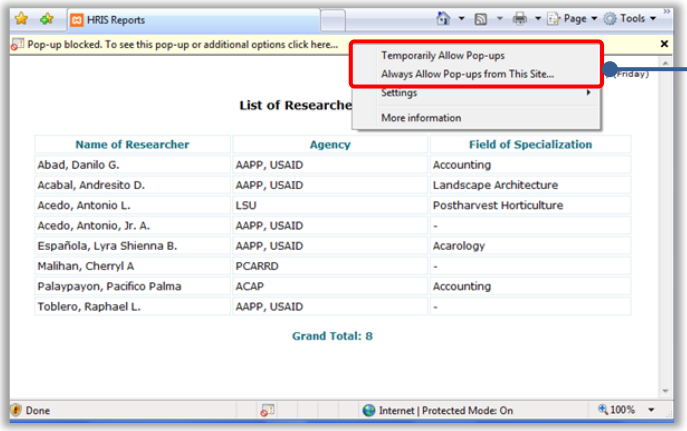
generating reports, there will be a pop up **client satisfaction feedback form.** Please feel free to rate the report in terms of **content** and **usability** as highly satisfied, satisfied, moderately satisfied, barely satisfied, or not satisfied and then click on the **submit button.**



CSF Pop-up blocked

If after generating the report and you were not able to see the client satisfaction feedback form pop-up, it means that the internet browser that you are using has a pop-up blocker. You can choose to either temporarily allow pop-ups or always allow pop-ups from this site. After choosing one of these, you should be able to see the feedback form. Just follow the previous steps to fill-up and submit the form.

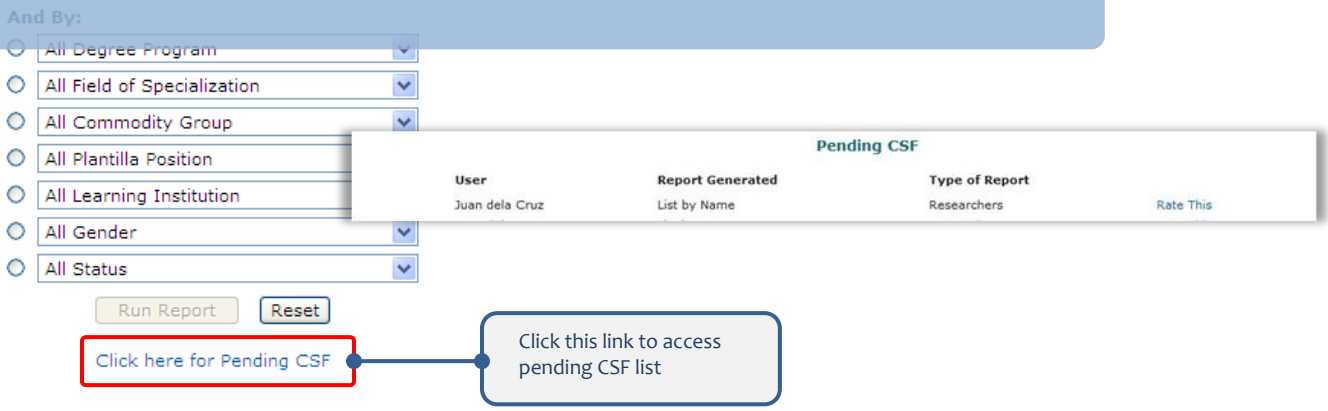

HRIS Reports
Pop-up blocked. To see this pop-up or additional options click here...
Right click on the pop-up blocked message
Date Generated: August 8, 2008 | 1:58 am | (Friday)
List of Researchers by Name
Name of Researcher Agency Field of Specialization
Abad, Danilo G. AAPP, USAID Accounting
Acabal, Andresito D. AAPP, USAID Landscape Architecture
Acedo, Antonio L. LSU Postharvest Horticulture
Acedo, Antonio, Jr. A. AAPP, USAID -
Española, Lyra Shienna B. AAPP, USAID Acarology
Malihan, Cherryl A PCARRD -
Palaypayon, Pacifico Palma ACAP Accounting
Toblero, Raphael L. AAPP, USAID -
Grand Total: 8
Done
Internet | Protected Mode: On
100%



You can choose to either **temporarily allow pop-ups** or **always allow pop-ups form the site**

Pending CSF

If you decide not to fill up the feedback form and you close out the pop-up, you can still fill up that form on a later time. If there is a pending CSF you will not be able to generate more reports since the ***run report button*** *will be disabled and will only be enabled right after filling up the pending CSF. To go back to the pending CSF form, just click on the* ***generate reports link*** *on the top menu and click on the* ***Click here for Pending CSF link*** *at the bottom porting of the generate reports page. After clicking the link you will see the list of pending CSFs. Click* ***rate this link*** *to access the CSF pop-up and rate the report.*



Click this link to access pending CSF list

LOGGING OUT

To log out from HRIS, just click on the logout link.

Human Resources Information System

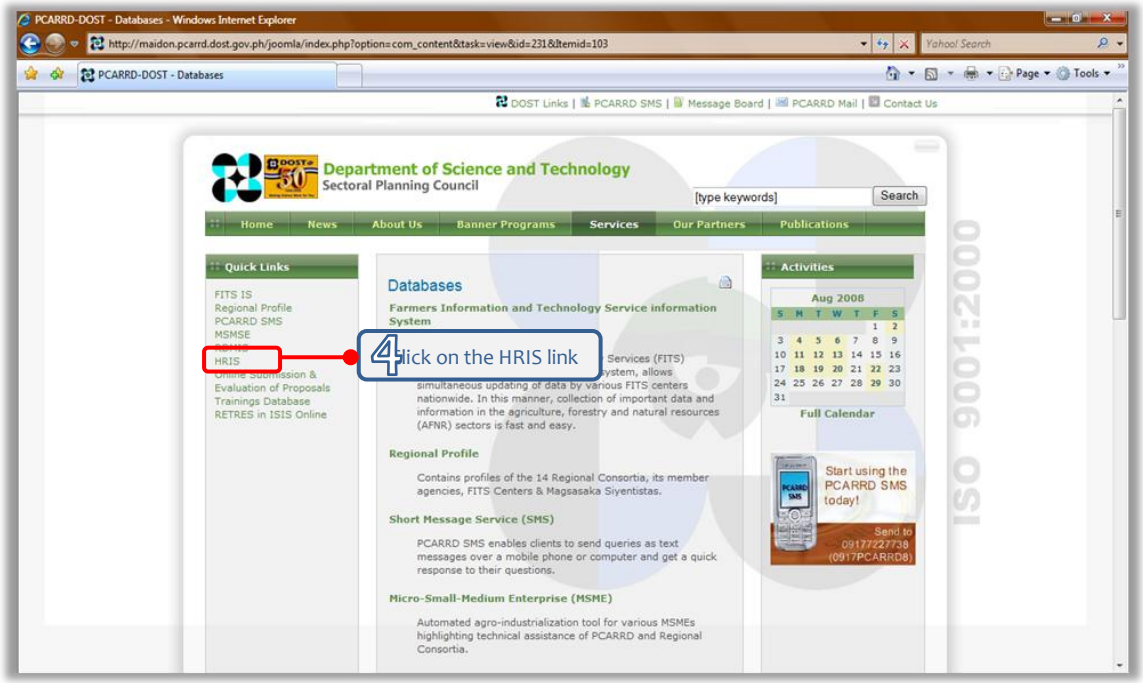
SYSTEM ADMINISTRATOR

ACCESSING THE HRIS DATABASE

Below are the steps on how to access the HRIS database.

4. Open **PCARRD's website** (http://www.pcarrd.dost.gov.ph).
5. Go to the **services** tab.
6. Under services, click on **databases.**

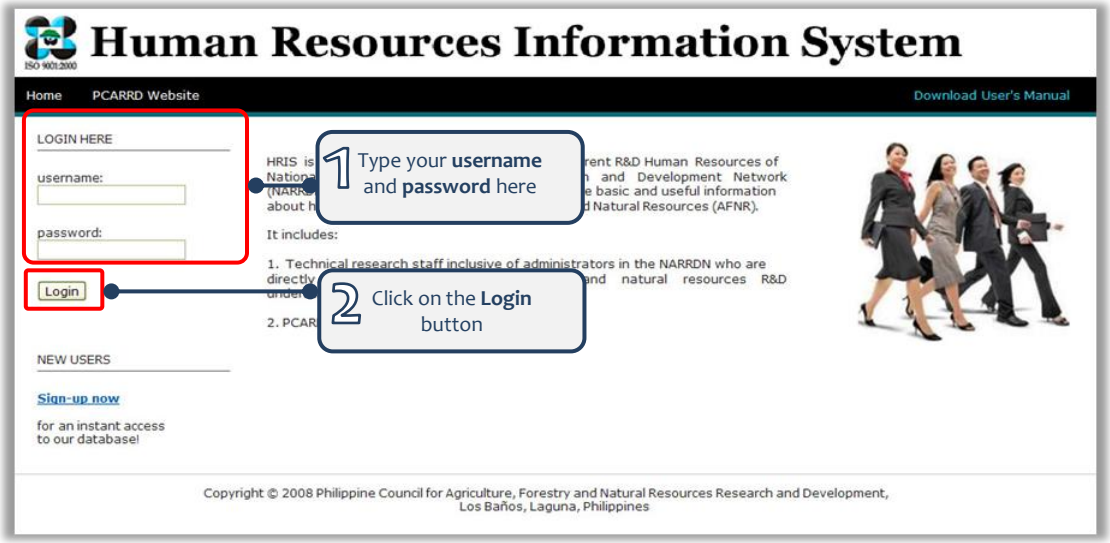
6. On the d**atabases main page,** click on the **HRIS link** on the quick links module on the left side of the databases page. You can also scroll down and look for **Human Resources Information System (HRIS) link** in the list of databases at the center module of the page and click on that link.



LOGGING IN

The HRIS administrator can add, update, and delete records; generate reports; and access the audit trail report. For you to be able to do all of these, you must login with administrator privileges first. Below are the steps on how to login as administrator.

3. Type your **username** and **password**
4. Click on the Login button


Human Resources Information System
Home
PCARRD Website
Download User's Manual
LOGIN HERE
username:
password:
Login
NEW USERS
Sign-up now
for an instant access to our database!
1 Type your username and password here
2 Click on the Login button
Copyright © 2008 Philippine Council for Agriculture, Forestry and Natural Resources Research and Development, Los Baños, Laguna, Philippines

HRIS INTERFACE

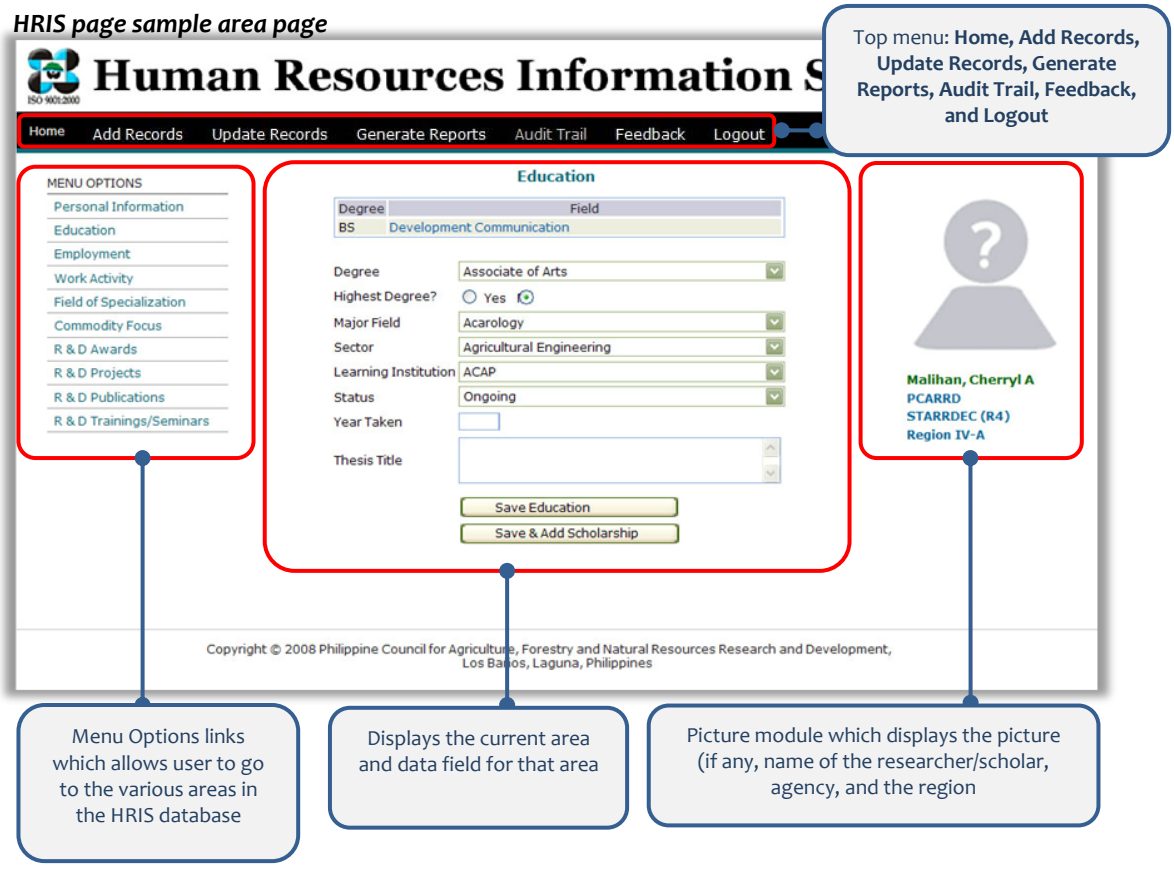
After logging in, you will see the HRIS home page where you will find a menu on top of the screen with the following options:

HRIS Home Page

Human Resources Information Sy
Home
Add Records
Update Records
Generate Reports
Audit Trail
Feedback
Logout
Top menu: Home, Add Records, Update Records, Generate Reports, Audit Trail, Feedback, and Logout
Welcome HRIS Administrator!
You will see your login name here indicating successful login as administrator
It includes:
1. Technical research staff inclusive of administrators in the NARRDN who are directly involved in agriculture, forestry and natural resources R&D understakings/activities and
2. PCARRD scholarship awardees
Copyright © 2008 Philippine Council for Agriculture, Forestry and Natural Resources Research and Development, Los Baños, Laguna, Philippines

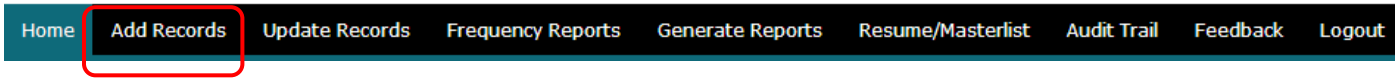
- **Home** - brings the administrator back to the HRIS home page
- **Add Record**s - allows the administrator to add new information of scholars or researchers to the HRIS database
- **Update Records** - allows the administrator to update the records on the HRIS database
- **Frequency Reports** – allows the administrator to generate current frequency reports
- **Generate Reports** - allows the administrator to generate a list of researchers and scholars by agency, degree program, region, age, plantilla position, learning institution, commodity, field of specialization and gender
- **Resume/Masterlist** – allows the administrator to generate resume and masterlist of a particular record
- **Audit Trail** - helps the HRIS administrator to keep track of all the changes in the HRIS database
- **Feedback** - gives the HRIS administrator the list of feedback from the client satisfaction feedback forms
- **Logout** - exits the administrator from the HRIS interface

HRIS page sample area page



ADDING RECORDS

The **add records menu** allows the HRIS coordinator and system administrator to add new information of scholars or researchers to the HRIS database. To add a record, you must first access the **add records page** by clicking the **add records link**.



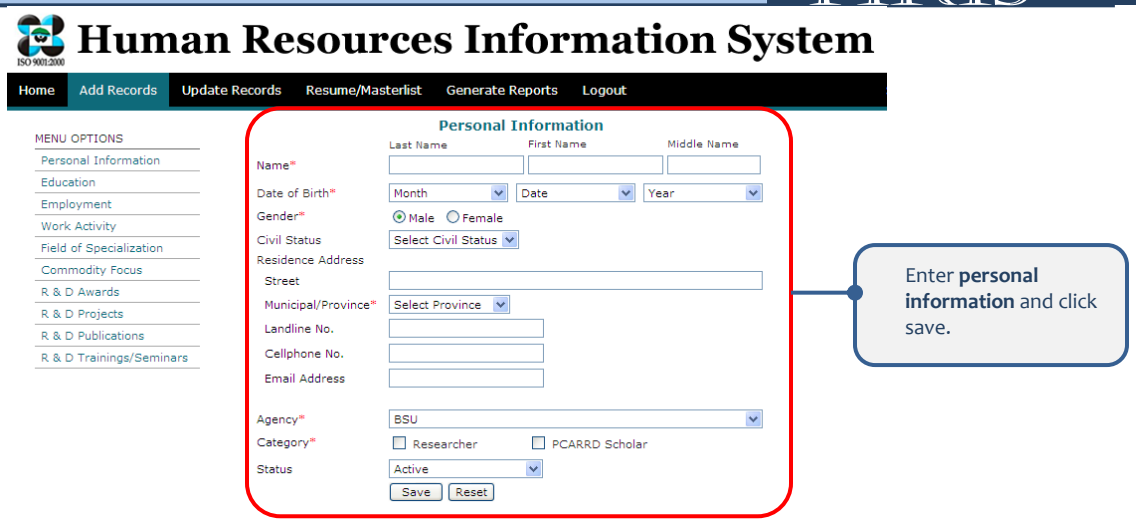
Guidelines in adding record/s

- The HRIS **add records module** has the following **areas**: personal information, education, employment, work activity, field of specialization, commodity focus, R&D awards, R&D projects, R&D publications, and R&D trainings/seminars.
- To add a record you must first fill up all the required data elements in the **personal information area** then click on the **save button** to save the personal information page.
- After completing the **personal information area**, you can fill up all the applicable information on the other areas by clicking on the **area links** at the left side of your screen. You can complete the other areas in **any order**.
- If you have to go back to other areas, be sure that you click on the **save button** on the current area that you are updating before clicking on the **area link** so as not to lose the information on the current page.
- You also need to make sure that you fill up the required data elements in all the areas marked by a red asterisk (*) to be able to successfully add that area in the HRIS record of the researcher or scholar.
- Majority of the areas in the add records module accepts **multiple entries**. You can enter more than one information in the following areas: education, scholarship grants, employment, work activity, field of specialization, commodity focus, R&D awards, R&D projects headed or conducted, R&D publications, and R&D trainings/seminars. To add multiple entries in these areas, fill up the area with the first information and then click on the **save button** and then fill up the same page with the additional information and then click on the **save button** again.

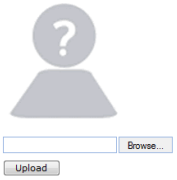
A. PERSONAL INFORMATION

The **personal information area** is the main area of the HRIS record. Thus, you need to fill up all the required data elements in this area marked by the red asterisk (*) and then save the page to proceed with the other areas. The personal information area contains the following required data elements: name, agency, date of birth, gender, category, permanent address, and province. Other data elements are landline number, cell phone number, email address, and the status (active or inactive). Below are the steps to fill up the personal information page.

1. Fill up all the required data fields in the **personal information area.**
2. Click on the Save button.



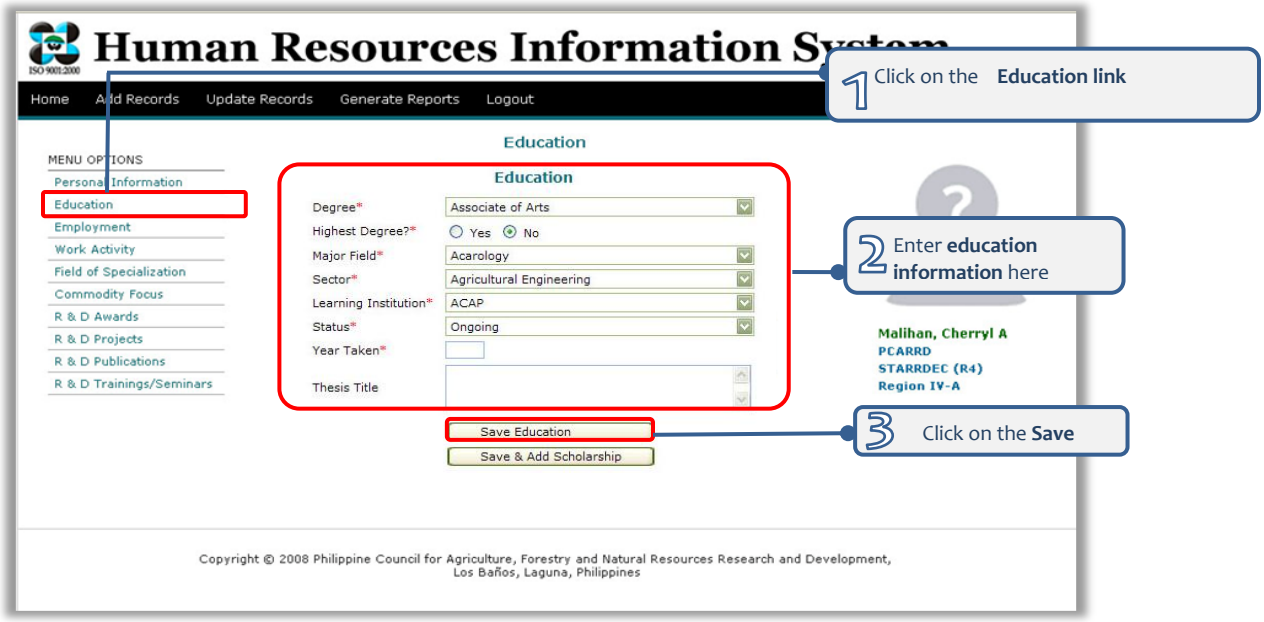
You can also add a **picture** of the researcher or scholar by clicking the **browse button**, open the folder where the picture is located, and then click on the **upload** button.



B. EDUCATION

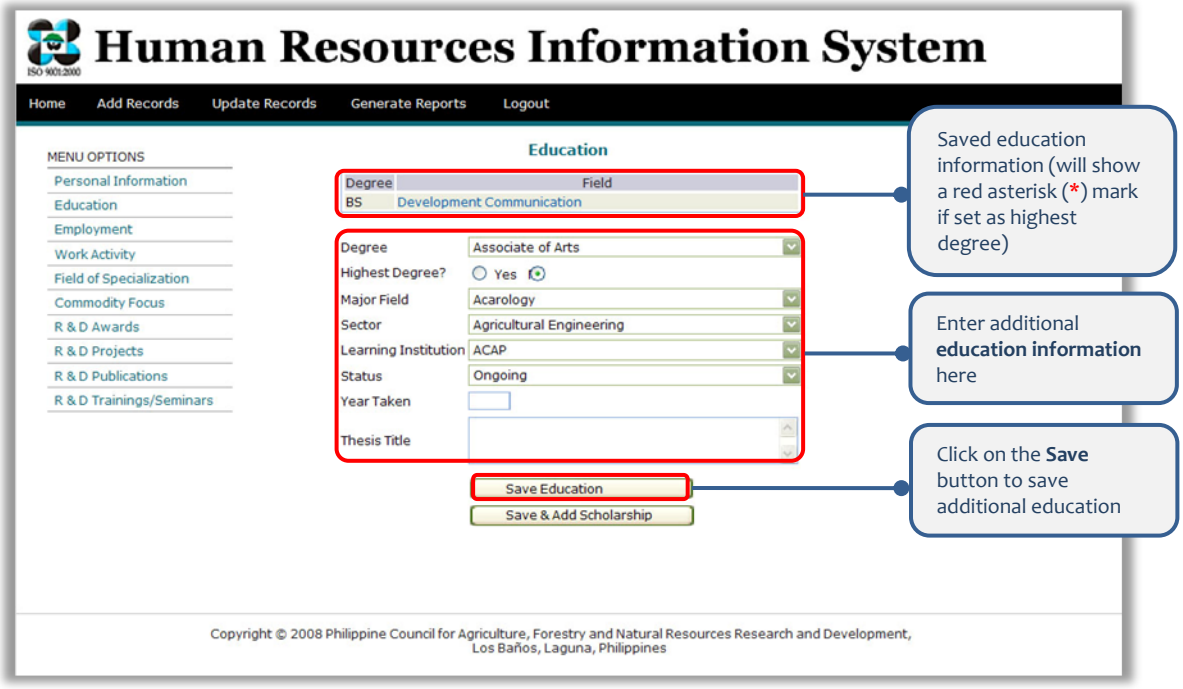
The **education area** contains the following required data elements: degree, whether it is the highest degree or not, major field, sector, learning institution, status, and year taken. The thesis title for the degree can also be added in this area. Below are the steps to fill up the education area.

1. Click on the **education link**.
2. Fill up all the required data fields in the **education area**
3. Click on the Save button.

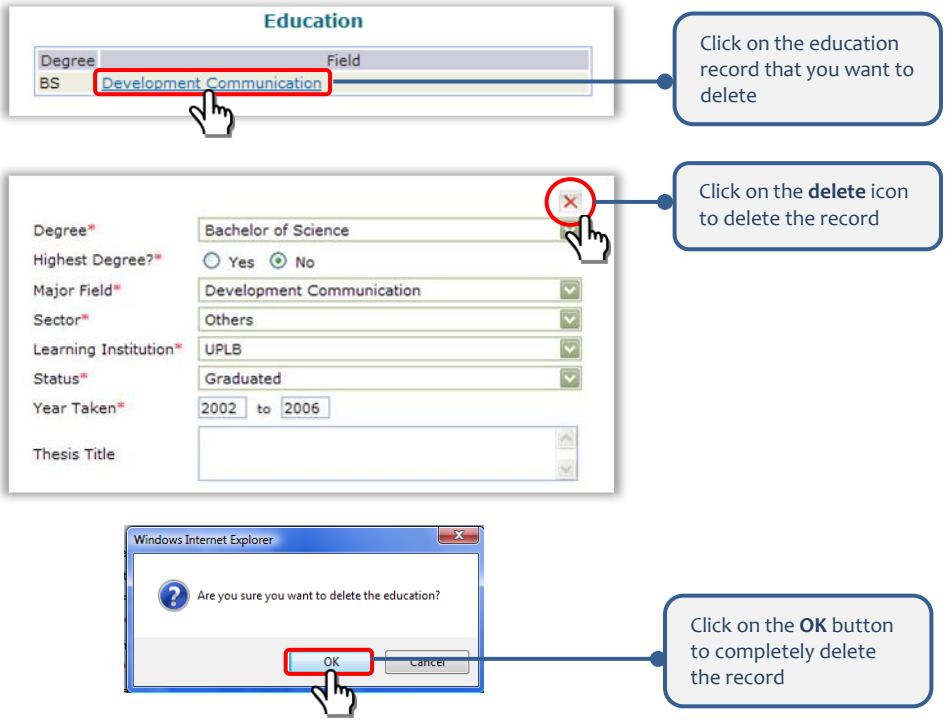


*NOTE: If you will set the degree as the highest degree, right after saving the education information, you will notice that there is red asterisk (*) on the degree field. If it so happens that you have two degrees and both of which can be considered as your highest degrees, you can set these two as your highest degree by clicking the **yes** radio button in the highest degree question on both degrees.*

- **Adding education information**
  For additional **education information,** save the first set of education information and then fill up the page with the additional education information then click on the **save button** to save the second set of education information.

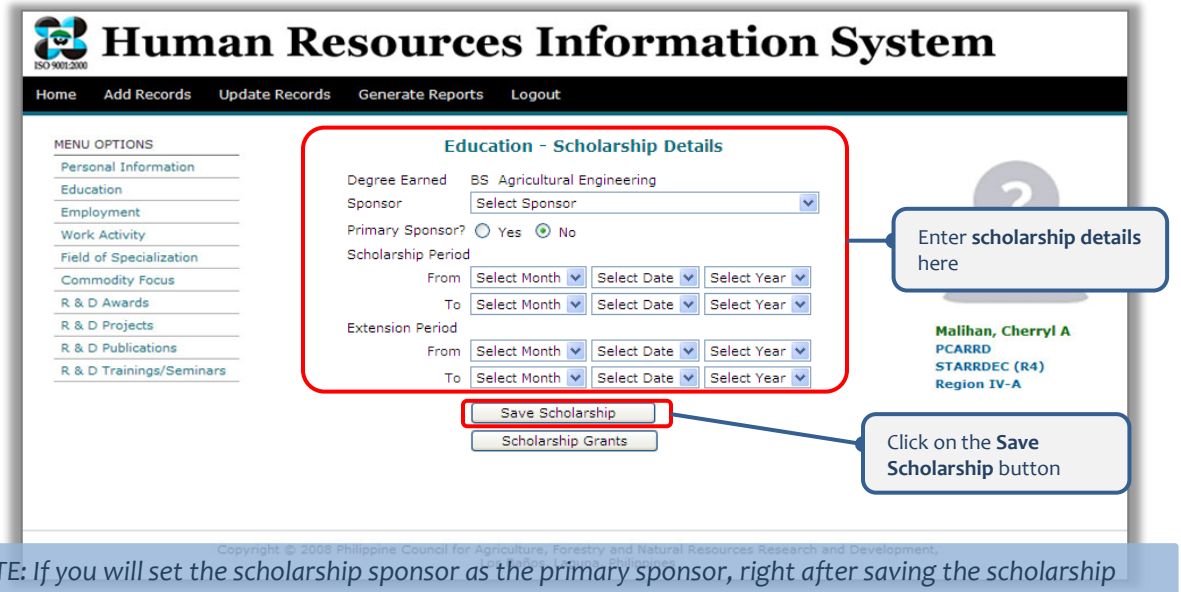


- **Deleting education record/s**
  If you need to delete an education record just click on the **field** that you want to delete and then click on the **delete icon.** Then you will see a pop-up window, just click on **OK** to completely delete the record.



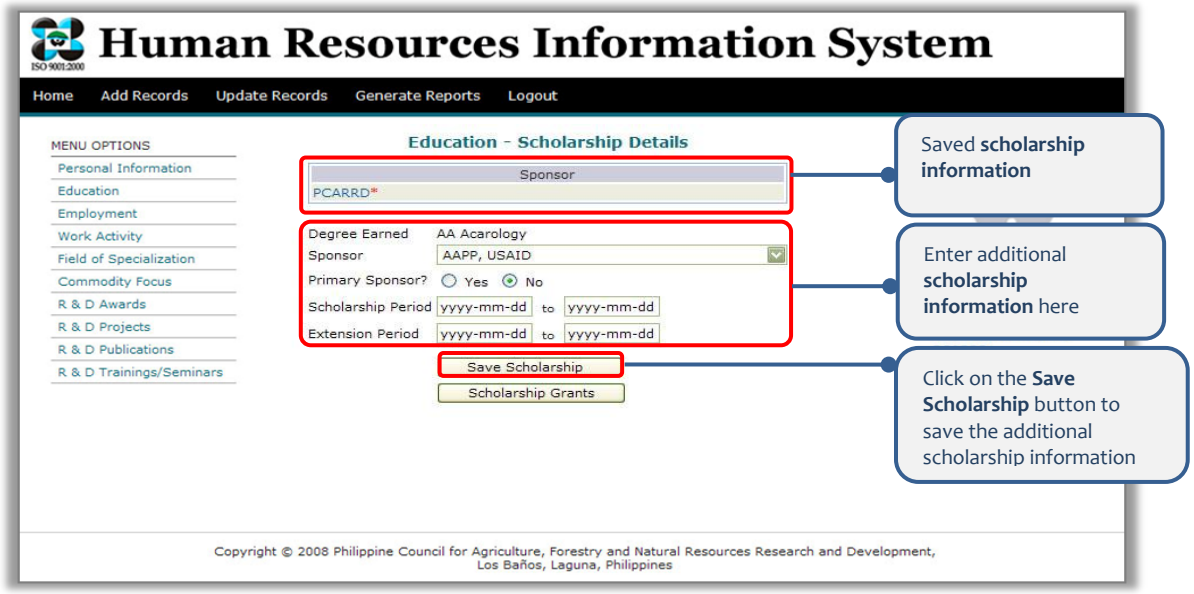
EDUCATION - SCHOLARSHIP DETAILS

- **Adding scholarship details**
  In the **Education - Scholarship details page**, fill up the **scholarship details** including the following data elements: **sponsor, scholarship period,** and **extension period**. For the scholarship and extension period, please follow the year-month-date format (yyyy-mm-dd). Click on the Save Scholarship button.

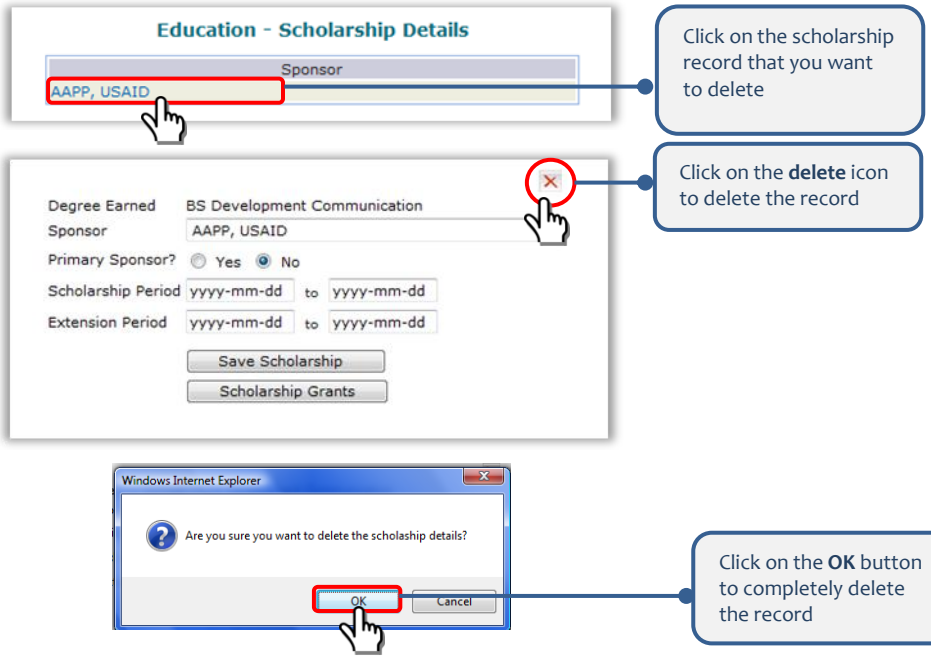


NOTE: If you will set the scholarship sponsor as the primary sponsor, right after saving the scholarship detail, you will notice that there is red asterisk (*) on the sponsor.

- **Adding another scholarship information**
  For additional scholarship/s, after saving the first scholarship details, you can fill up the scholarship details again and then click on the **save button.**

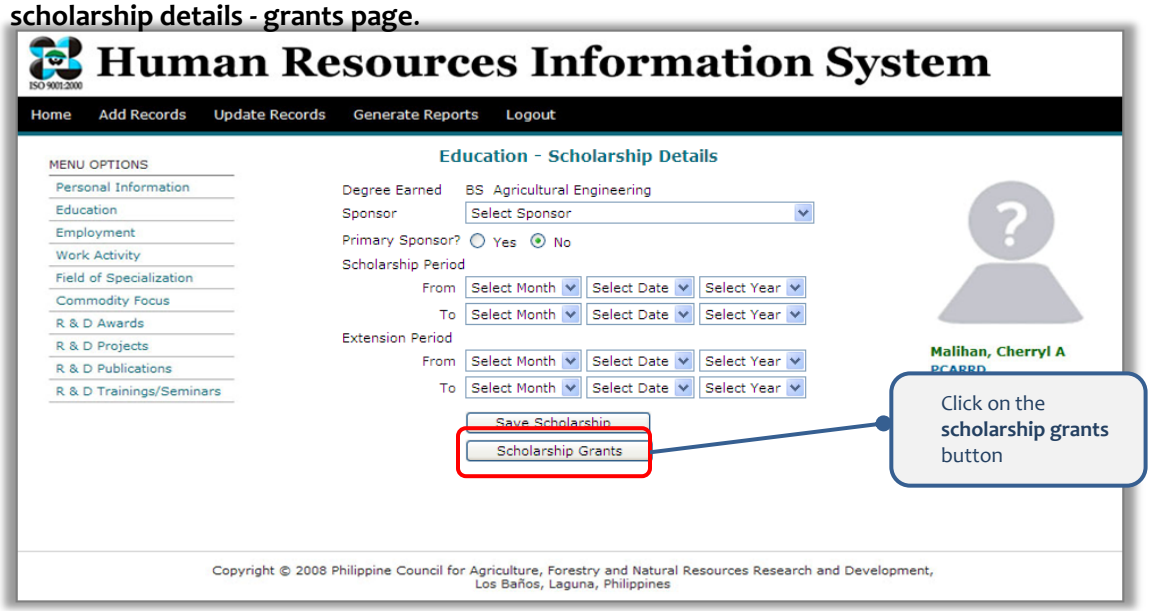


- **Deleting scholarship details**
  If you need to delete a scholarship record just click on the **sponsor** that you want to delete and then click on the **delete icon.** Then you will see a pop-up window, just click on **OK** to completely delete the record.



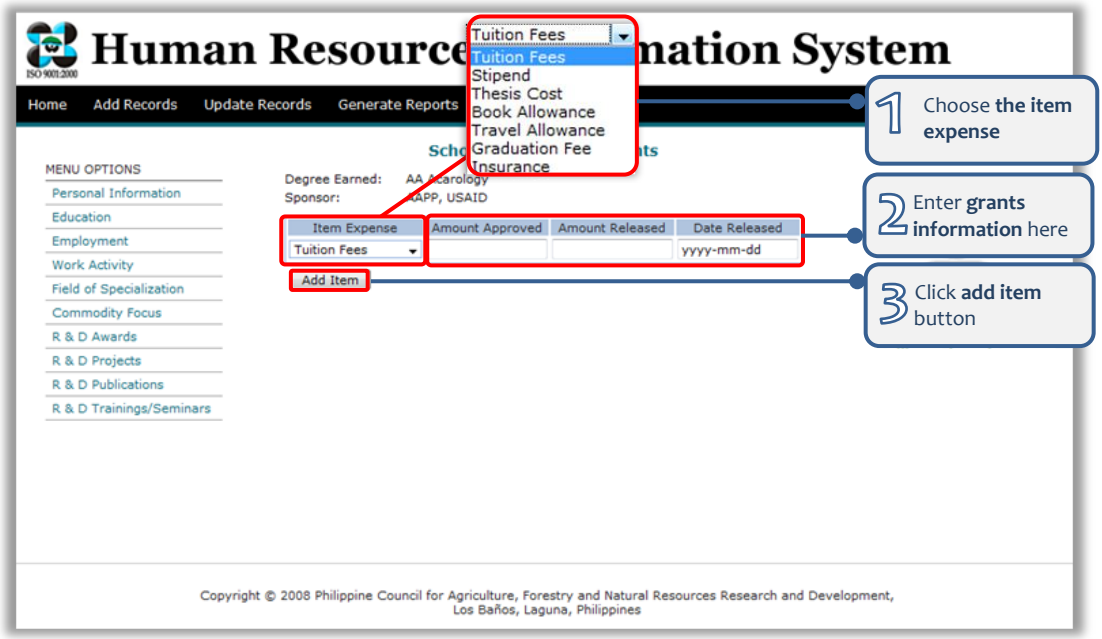
EDUCATION-SCHOLARSHIP GRANTS

- **Adding scholarship grant/s**
  If you want to add **scholarship grant/s** just click on the Scholarship Grants button to access the **scholarship details - grants page.**

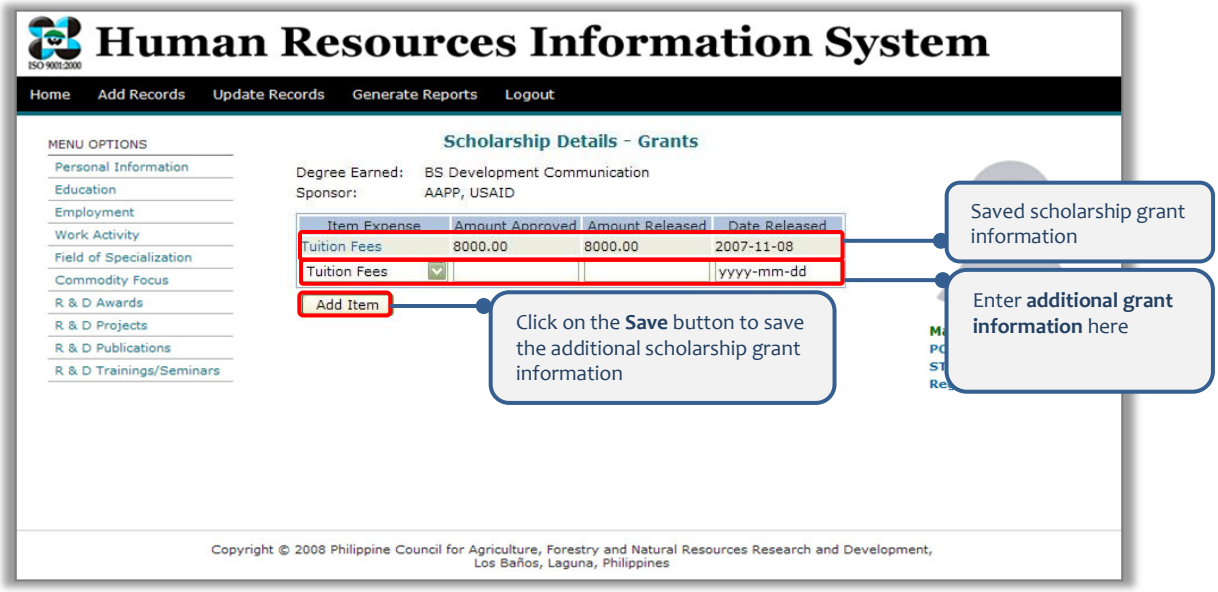


1. In the **scholarship details – grants page,** choose the type of **item expense (tuition fees, stipend, thesis cost, book allowance, travel allowance, graduation fee, or insurance)**
2. In the same page, enter the **amount approved, amount released,** and the **date** the grant was released. You need to follow the year-month-date format (yyyy-mm-dd) for the date released.

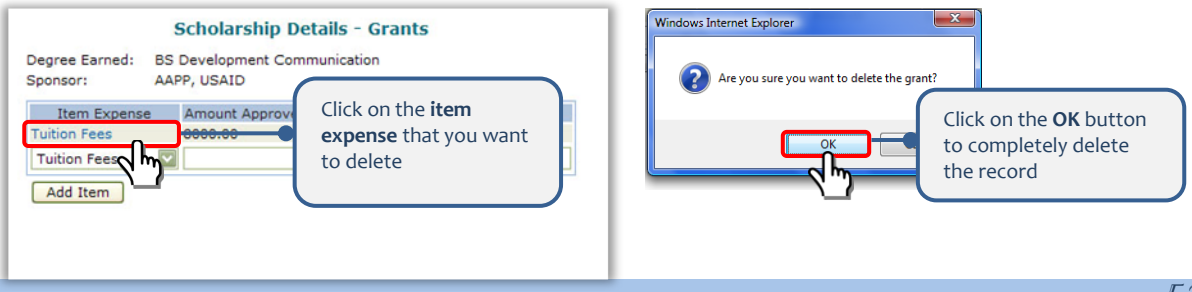
3. Click on the **add item button** to save the scholarship grant.



- **Adding another scholarship grant**
  For additional scholarship grant/s, right after saving the first scholarship grant, you can fill up the **scholarship details - grants page** again and then click on the **save** button.



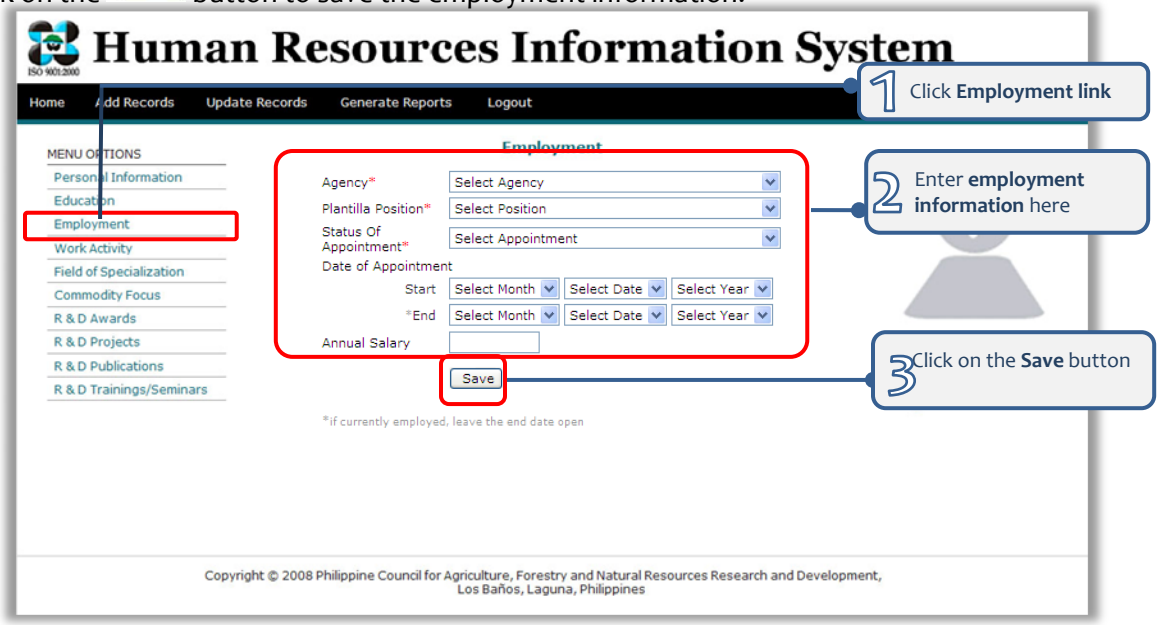
- **Deleting scholarship grant/s**
  If you need to delete scholarship grant/s just click on the **item expense** and then you will see a pop-up window, just click on **OK** to completely delete the record.


Scholarship Details - Grants
Degree Earned: BS Development Communication
Sponsor: AAPP, USAID
Item Expense
Tuition Fees
Tuition Fees
Add Item
Click on the item expense that you want to delete
Windows Internet Explorer
Are you sure you want to delete the grant?
OK
Click on the OK button to completely delete the record

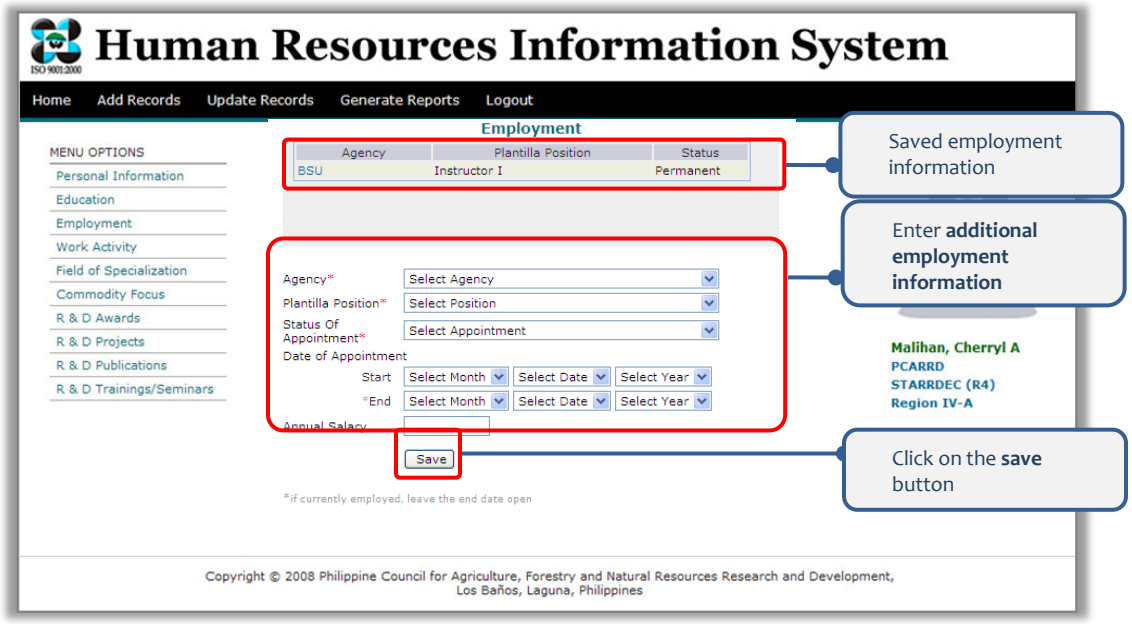
C. EMPLOYMENT

The **employment area** contains the following required data elements: agency, plantilla position, and status of appointment. Other data elements are date of appointment and annual salary. Below are the steps to add employment information.

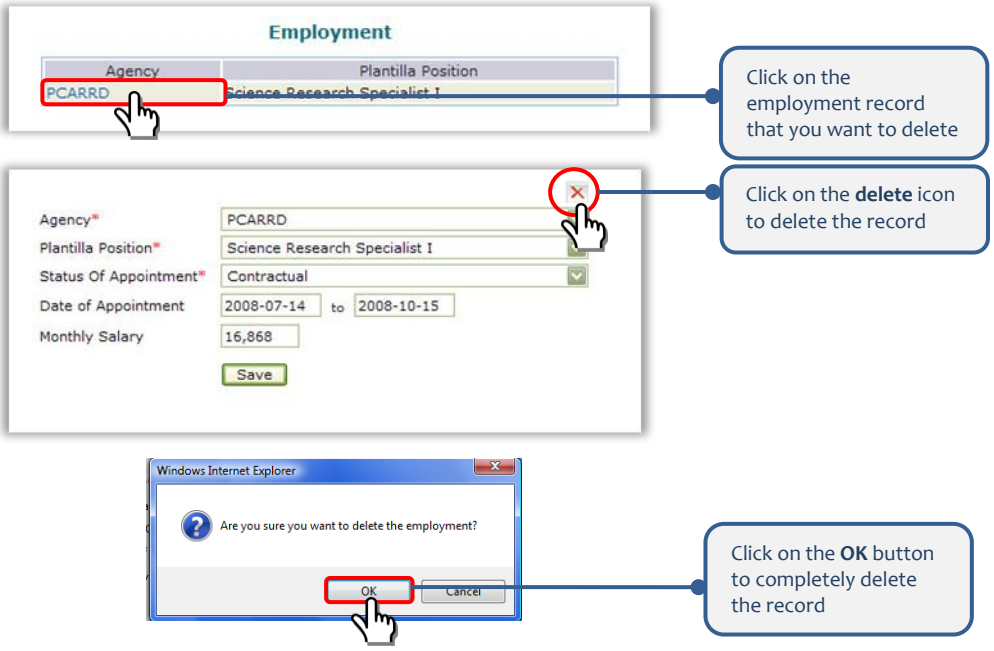
1. Click on the **employment link**.
2. Fill up all the required data fields the **employment area.**
3. Click on the Save button to save the employment information.



- **Adding another employment information**
  For additional employment information, right after saving the first employment information just fill up the **employment page** again and then click on the **save button** to save the additional employment information**.**



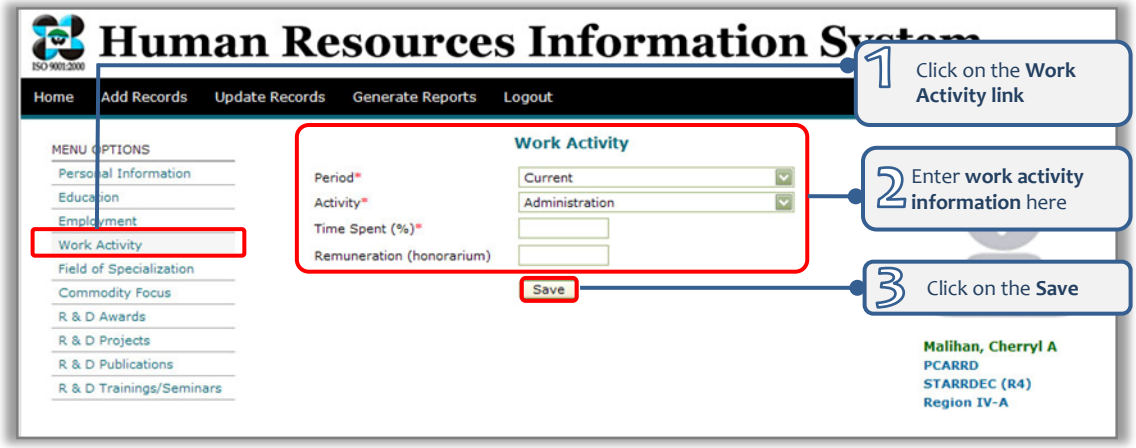
- **Deleting employment information/s**
  If you need to delete an employment record just click on the **employment agency** and then click on the **delete icon**. Then you will see a pop-up window, just click on **OK** to completely delete the record.



D. WORK ACTIVITY

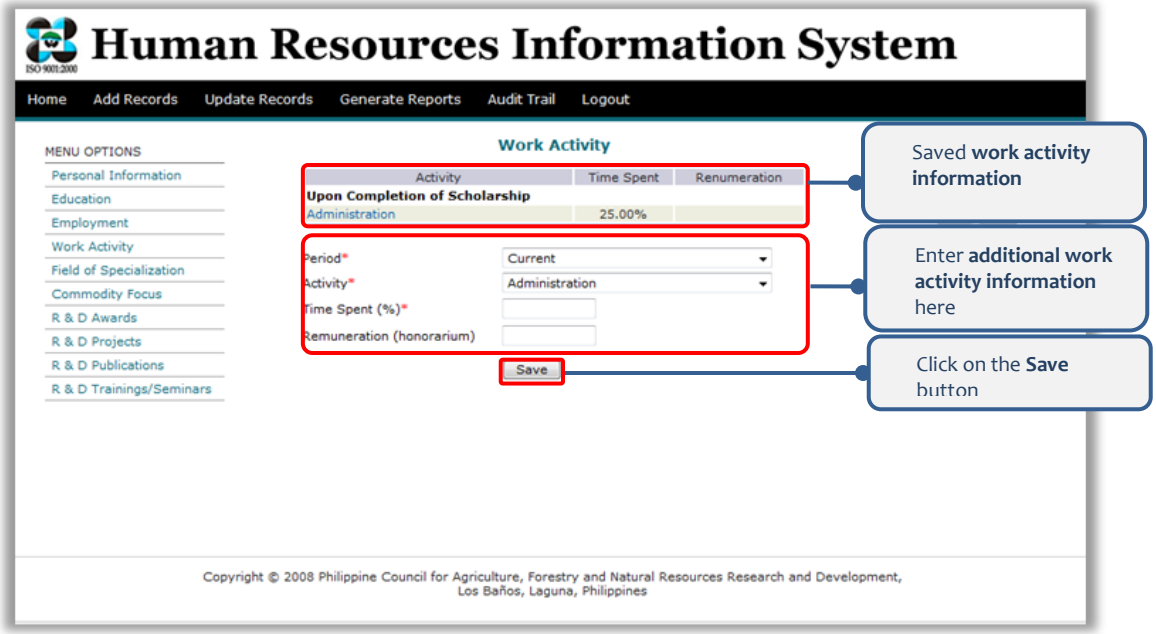
The **work activity area** contains the following required data elements: period, activity, and time spent (in percent form) in the work activity. You can also indicate the remuneration (honorarium) on this area. Below are the steps to fill up the work activity area.

1. Click on the **work activity link.**
2. Fill up all the required data elements in the **work activity area**.
3. Click on the Save button to save the work activity information.



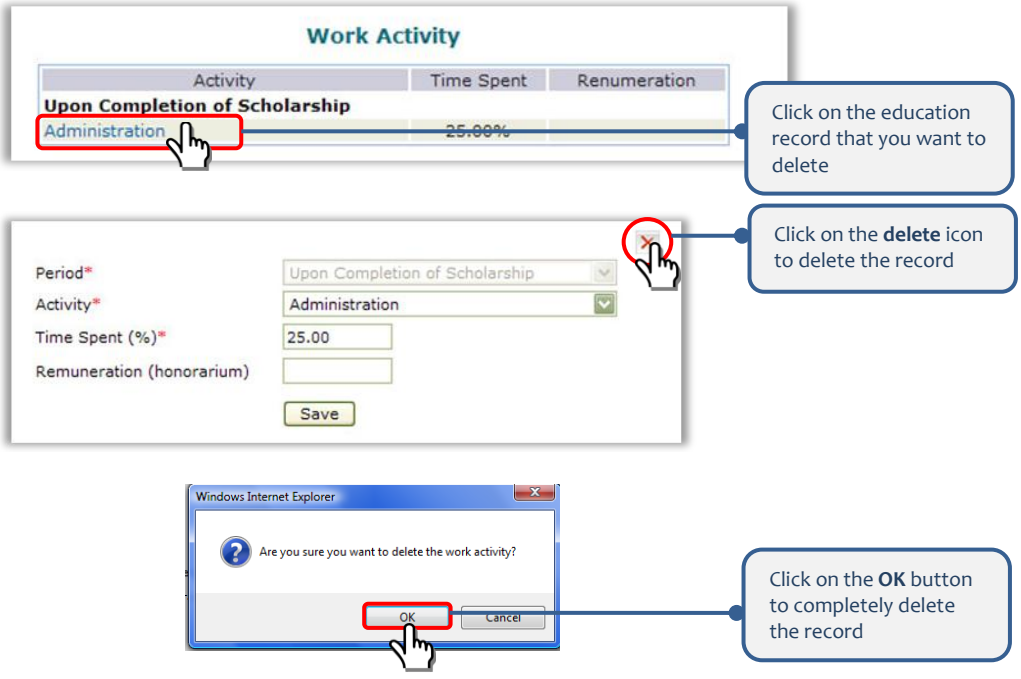
*NOTE: For the **time spent field,** you can only set a total of 100% work activity. Thus, if the total time spent has already reached 100% you will receive an error message for any additional work activity beyond 100%.*

- **Adding a work activity**
  For additional work activity information, you can fill-up the **work activity page** right after saving the first information and then click on the **save button** to save the additional work activity.



NOTE: For this example, you can still add another activity/ies that would add up to 75% for a total of 100%.

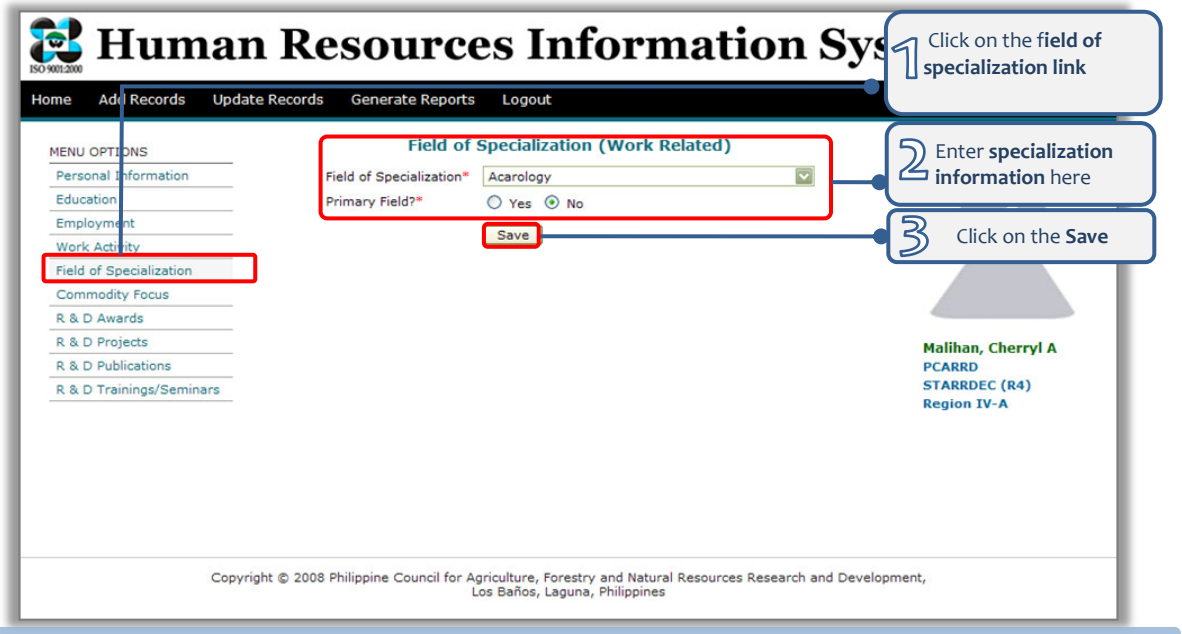
- **Deleting a work activity**
  If you need to delete a work activity record just click on the **work activity** that you want to delete and then click on the **delete icon**. Then you will see a pop-up window, just click on **OK** to completely delete the record.



E. FIELD OF SPECIALIZATION

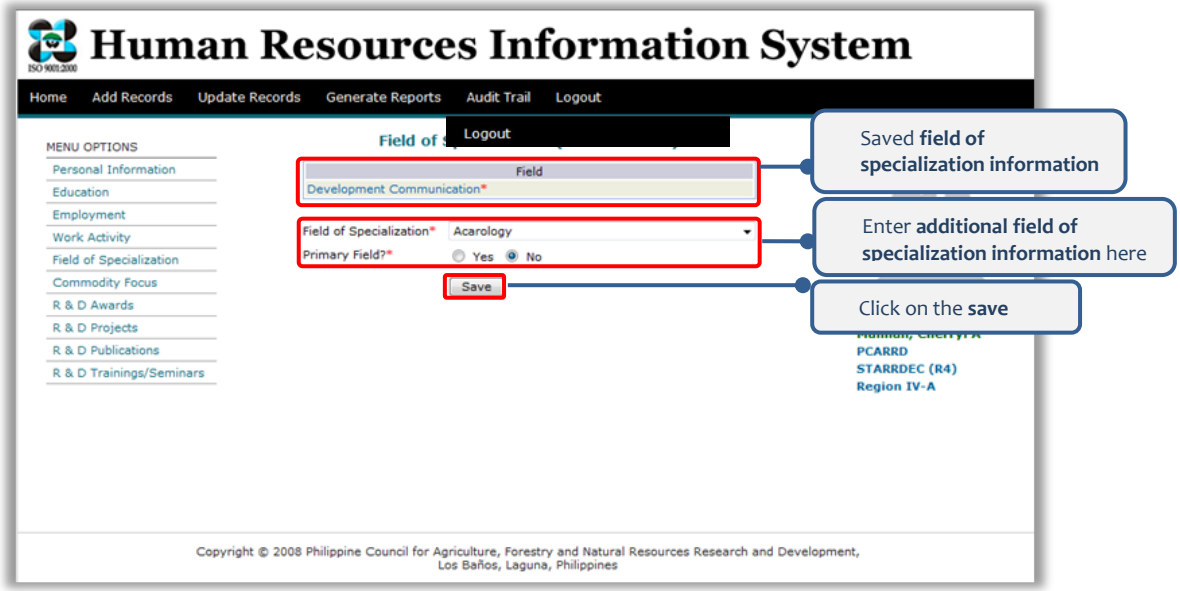
This **field of specialization area** contains the following required data elements: field of specialization and whether or not it is the primary field of specialization.

1. Click on the **field of specialization link.**
2. Fill up all the required data fields in the **field of specialization area.**
3. Click on the Save button to save the field of specialization information.

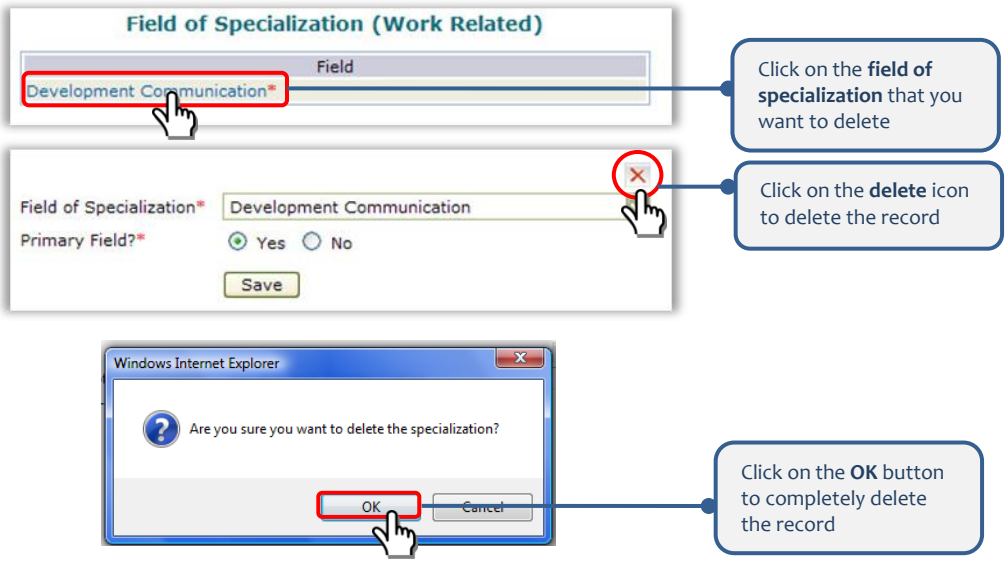


*NOTE: If you will set the specialization as the primary field, right after saving the specialization information, you will notice that there is red asterisk (*) on the field. If it so happens that you have two degrees and both of which can be considered as your highest degrees, you can set these two as your highest degree by clicking the **yes** radio button in the highest degree question on both degrees.*

- **Adding another field of specialization**
  For additional field of specialization, right after saving the first field of specialization fill up the **specialization area** again and then click on the **save button** to save additional field of specialization.



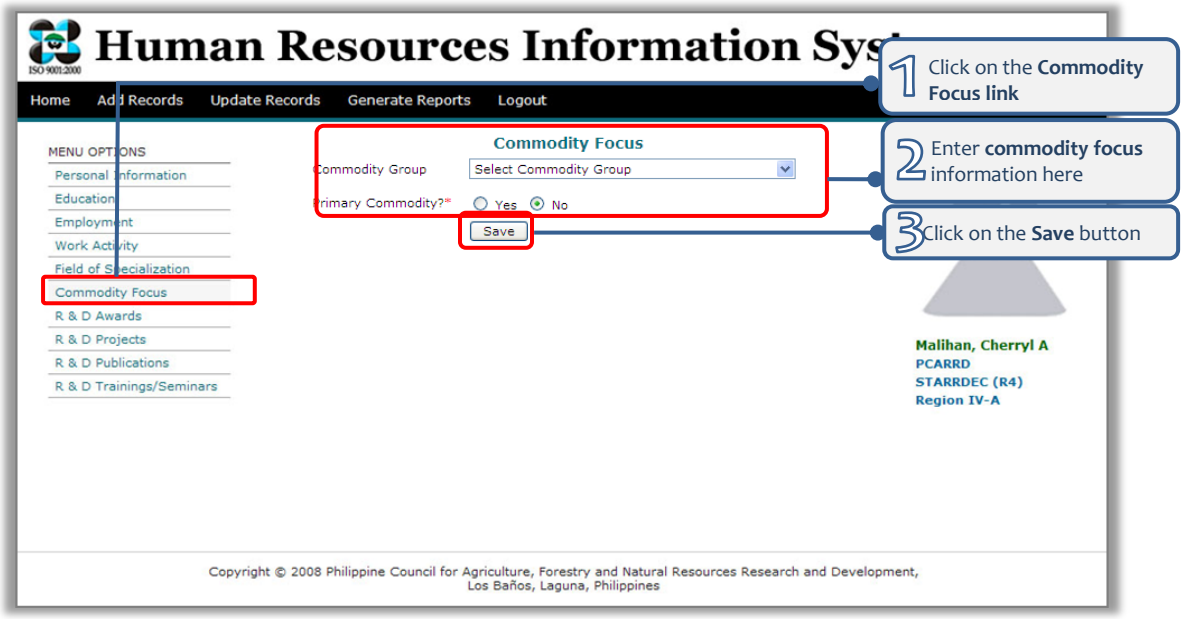
- **Deleting a field of specialization**
  If you need to delete a field of specialization just click on the **field** that you want to delete and then click on the **delete icon.** Then you will see a pop-up window, just click on **OK** to completely delete the record.



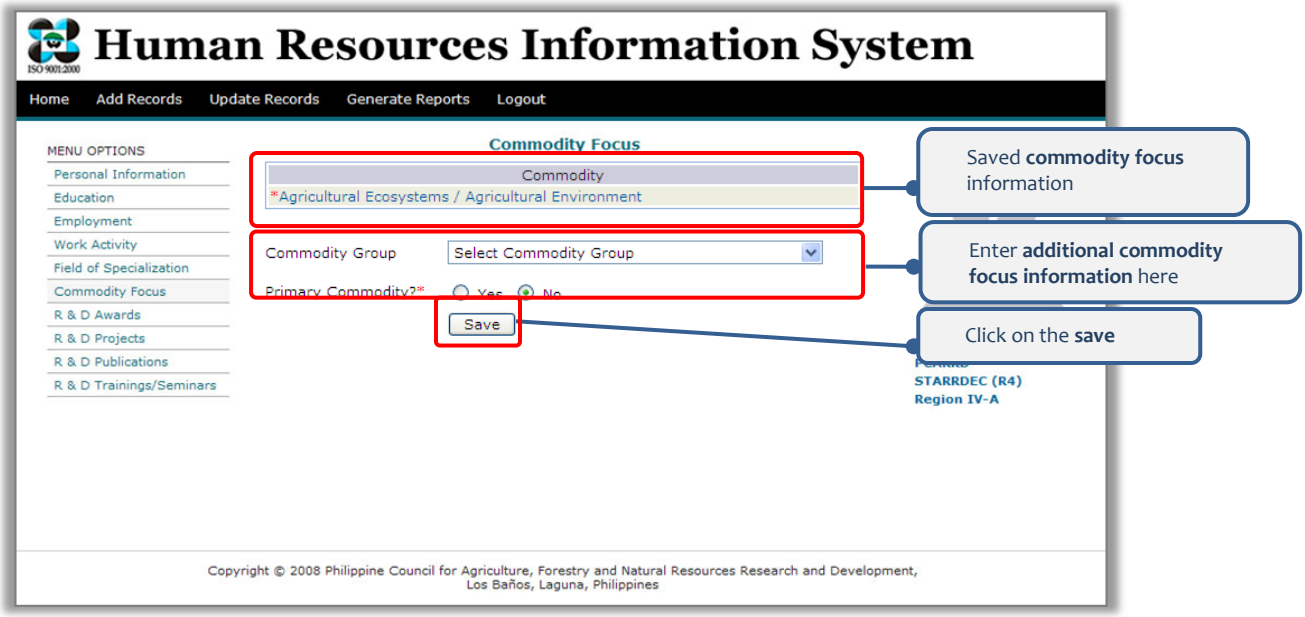
F. COMMODITY FOCUS

The **commodity focus area** contains the following required data elements: specific commodity and whether or not it is the primary commodity. Below are the steps to fill up the commodity focus area.

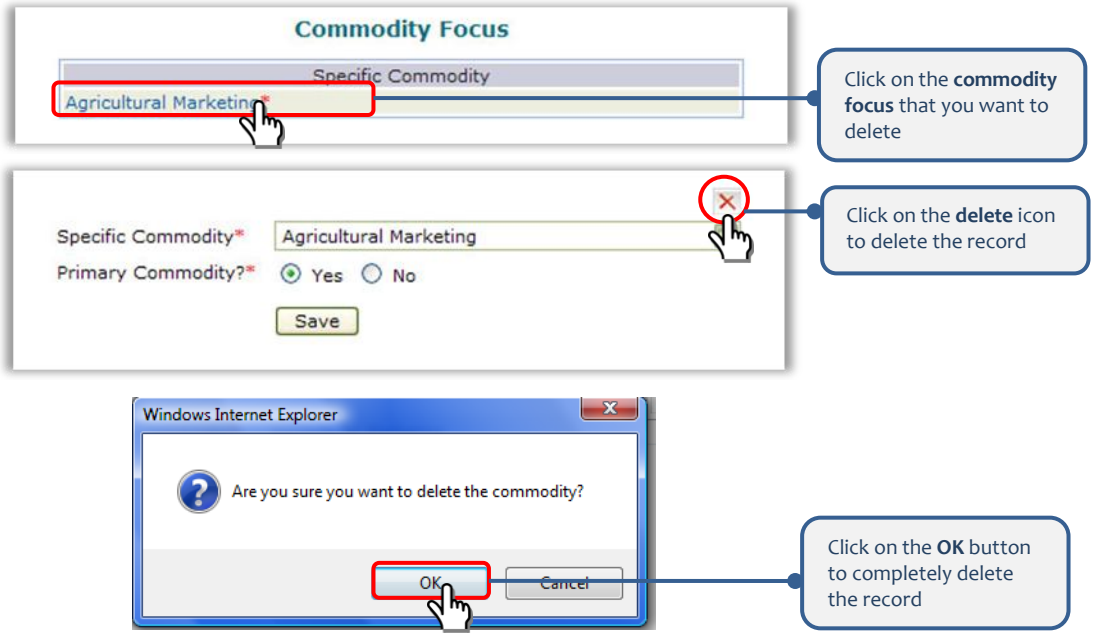
1. Click on the **commodity focus link**.
2. Fill up the **commodity focus area.**
3. Click on the Save button to save the commodity focus information.



- **Adding another commodity focus**
  For additional commodity focus, right after saving the first commodity focus just fill up the **commodity area again** and then click on the **save button** to save the additional commodity focus.



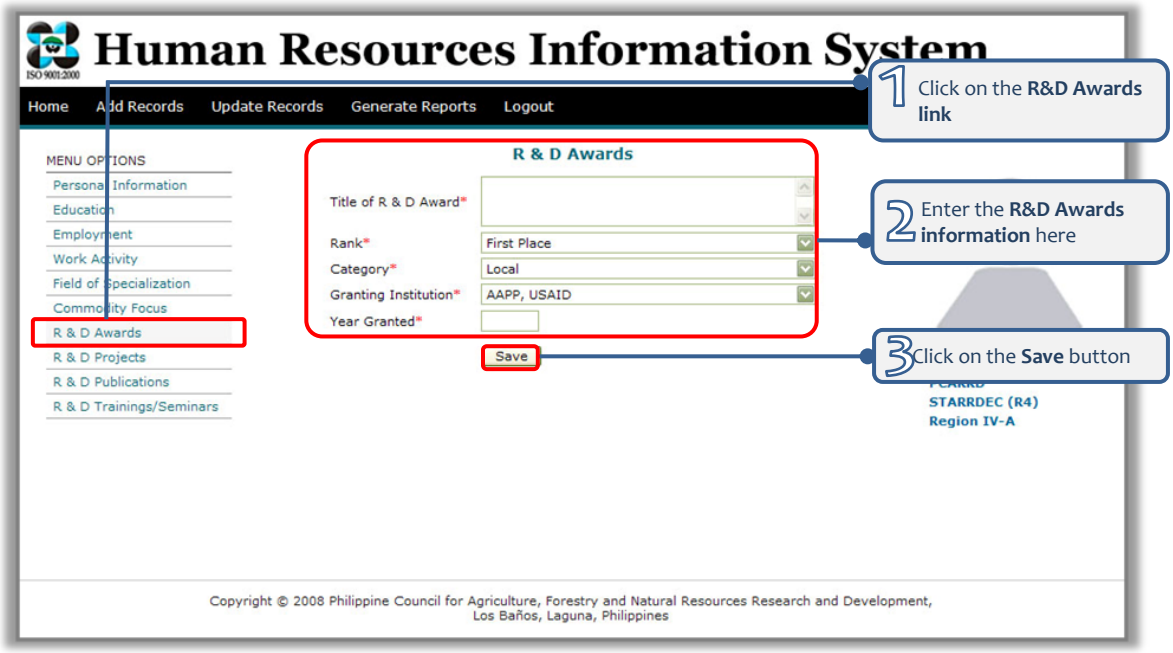
- **Deleting a commodity focus**
  If you need to delete a specific commodity just click on the **specific commodity** that you want to delete and then click on the **delete icon.** Then you will see a pop-up window, just click on **OK** to completely delete the record.



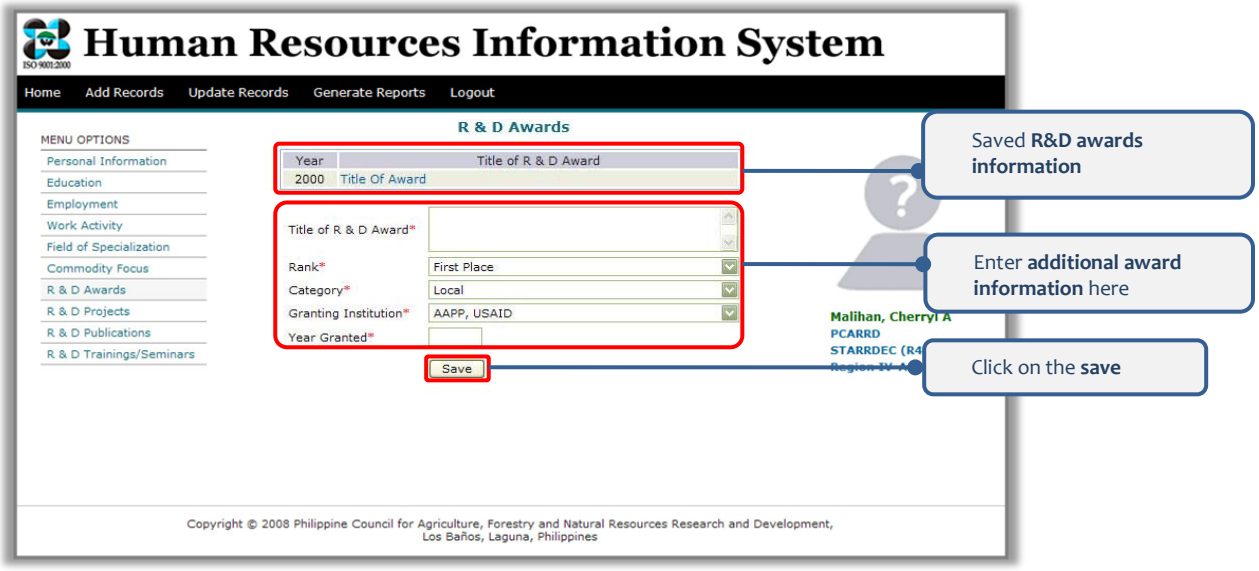
G. R&D AWARDS

The **R&D awards area** contains the following required data elements: title, rank, category, granting institutions, and the year granted. Below are the steps on how to fill up the R&D awards.

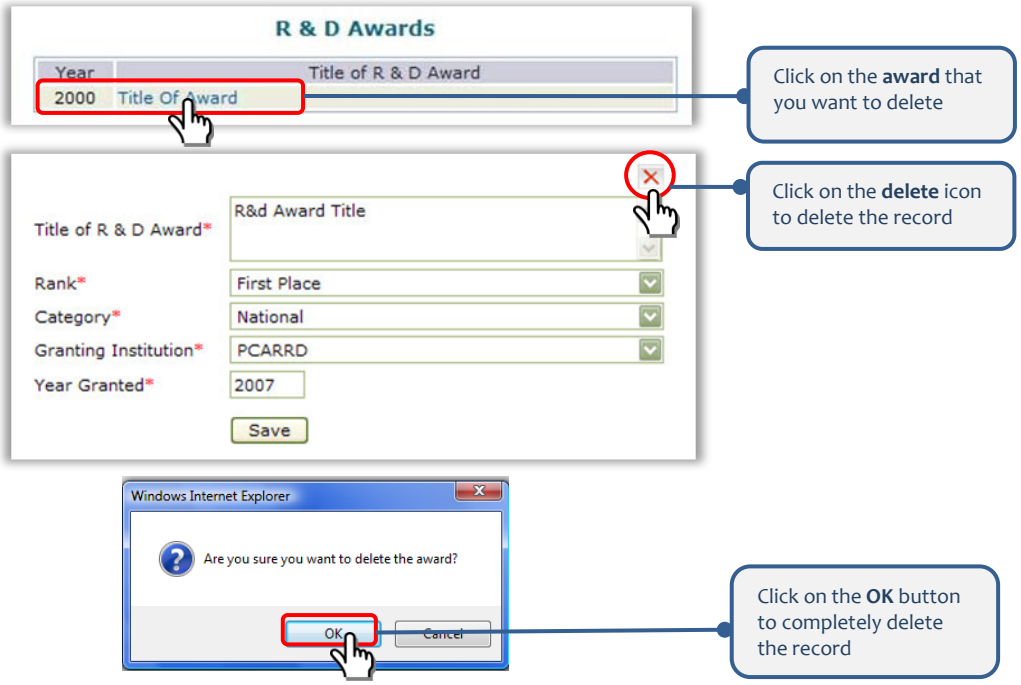
1. Click on the **R&D awards link**.
2. Fill up the **R&D award area**.
3. Click on the Save button to save the awards information.



- **Adding R&D award/s**
  For additional R&D award/s, right after saving the R&D award, just fill up the **R&D awards page** again and then click on the **save button** to save the additional R&D award.



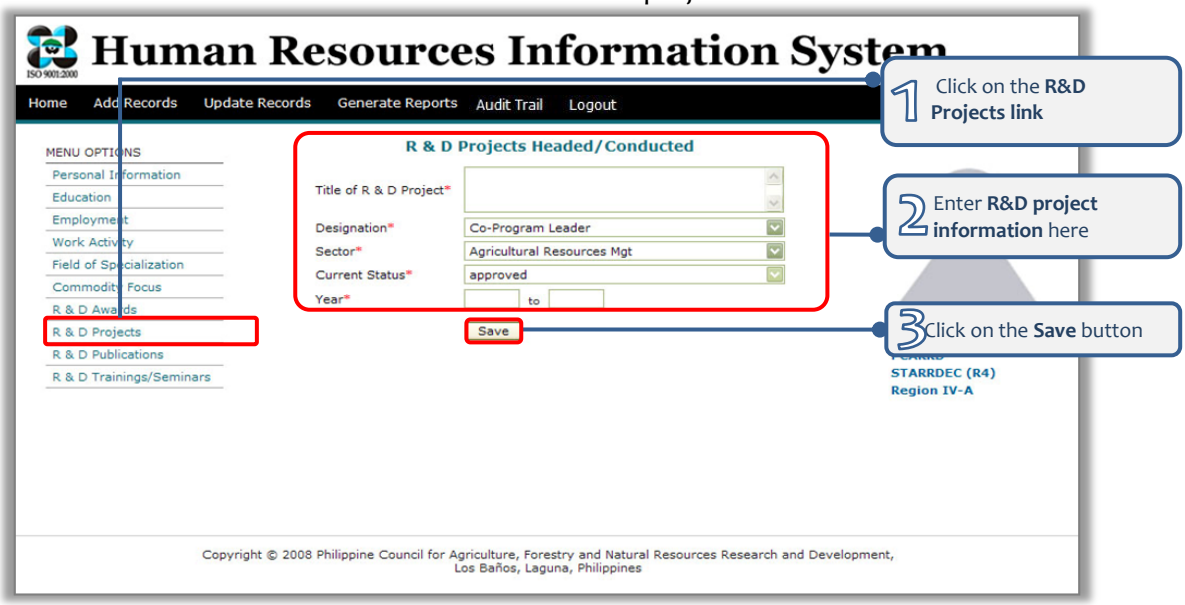
- **Deleting R&D award/s**
  If you need to delete an award just click on the **R&D award title** and then click on the **delete icon**. Then you will see a pop-up window, just click on **OK** to completely delete the record.



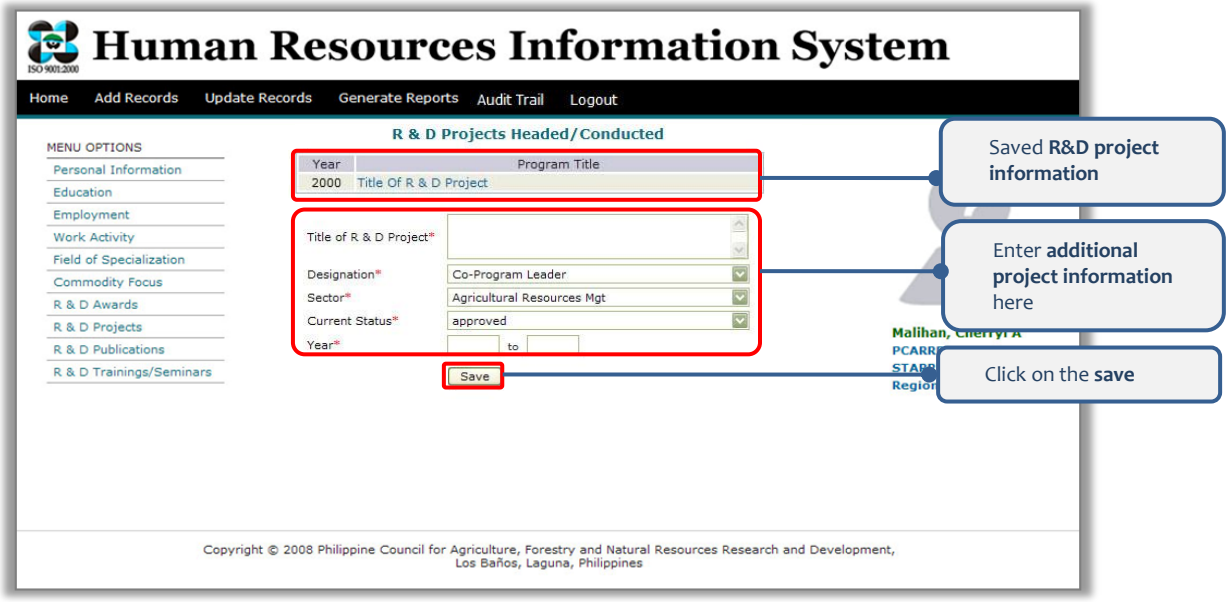
H. R&D PROJECTS

The **R&D projects area** contains the following required data elements: title, designation, sector, current status, and the duration (start year and end year). Below are the steps to fill up the R&D projects area.

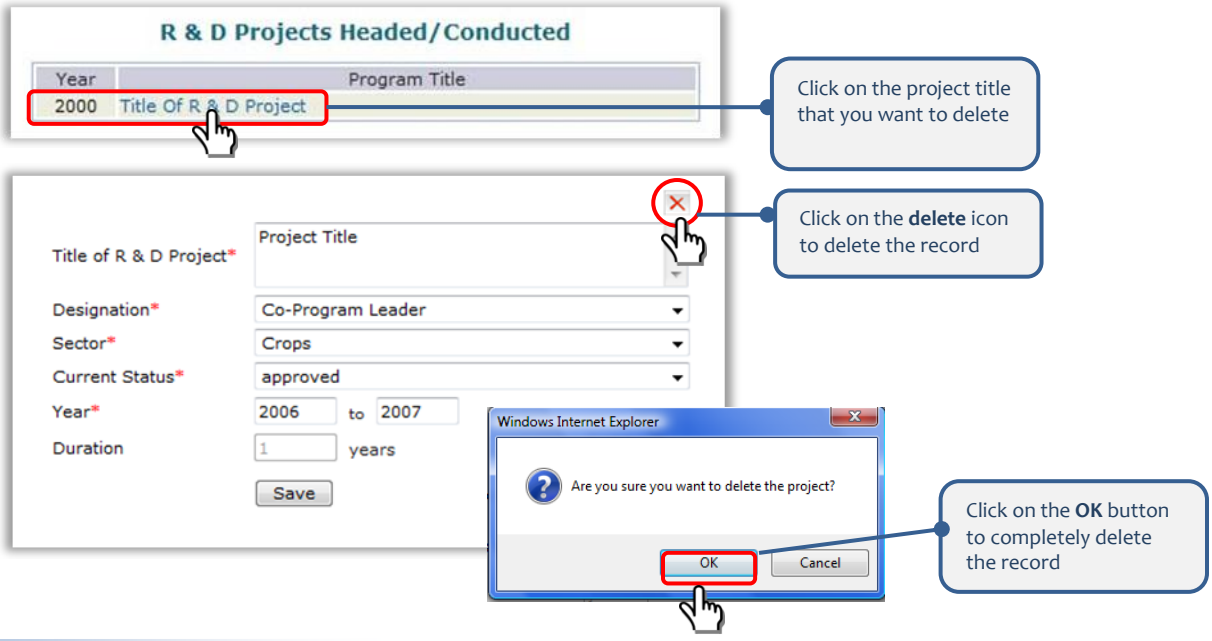
i. Click on the **R&D Projects link.**
ii. Fill up the **R&D projects area**.
iii. Click on the Save button to save the projects information.



- **Adding R&D project headed/conducted**
  For additional R&D project/s, right after saving the first R&D project you can fill up the **R&D projects headed/conducted area** again and then click on the **save button.**



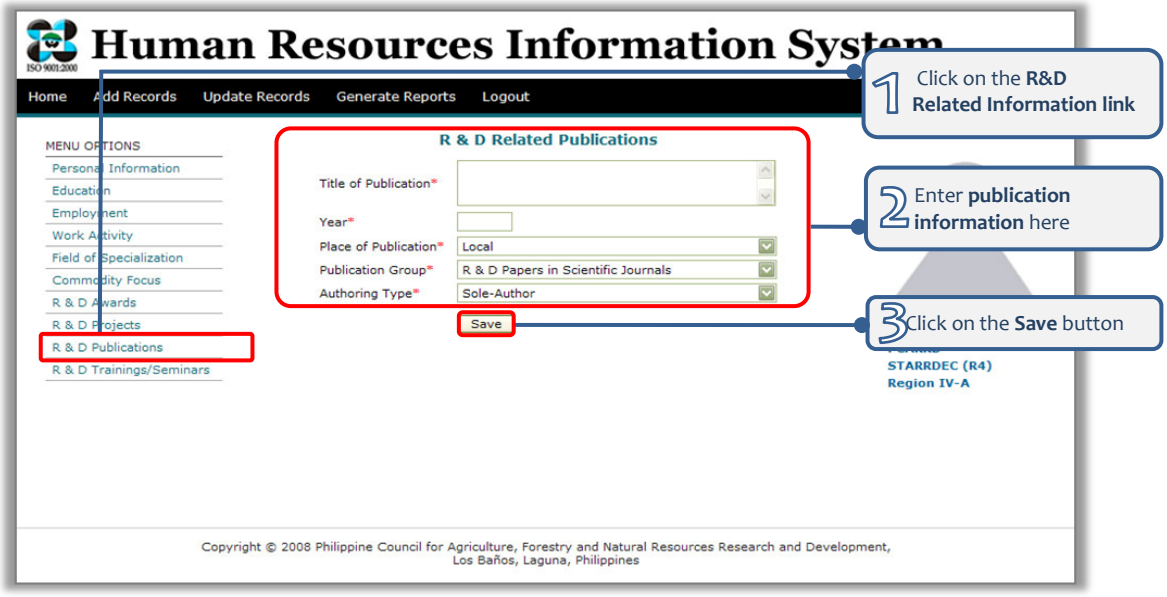
- **Deleting R&D project/s headed/conducted**
  If you need to delete a project record just click on the **R&D project title** and then click on the **delete icon**. Then you will see a pop-up window, just click on **OK** to completely delete the record.



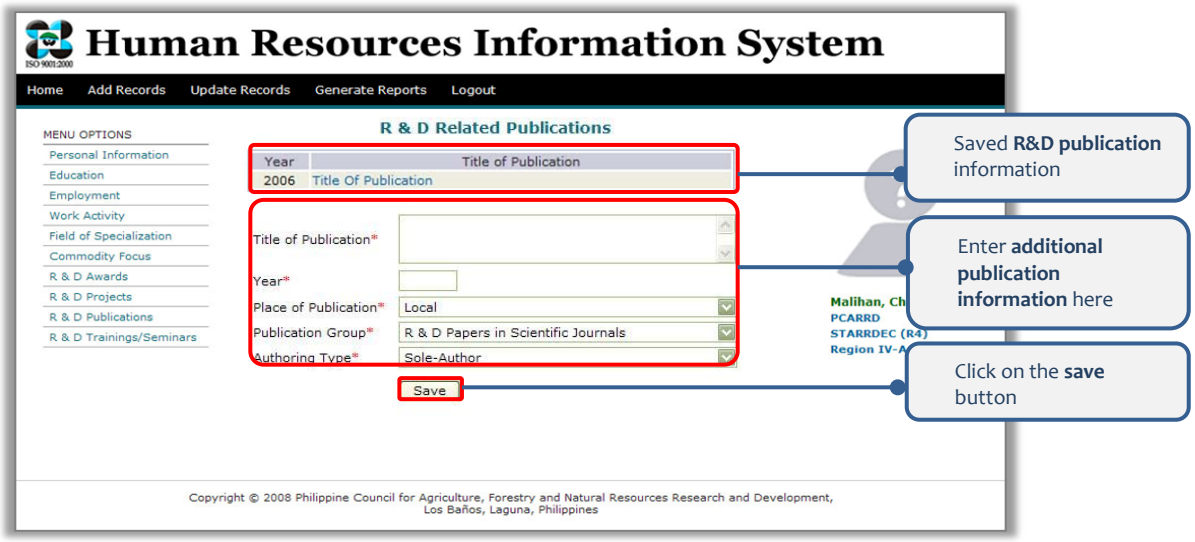
I. R&D Publications

The **R&D publications area** has the following required data fields: title, year, and place of publication, publication group, and authoring type. Below are the steps to complete this area.

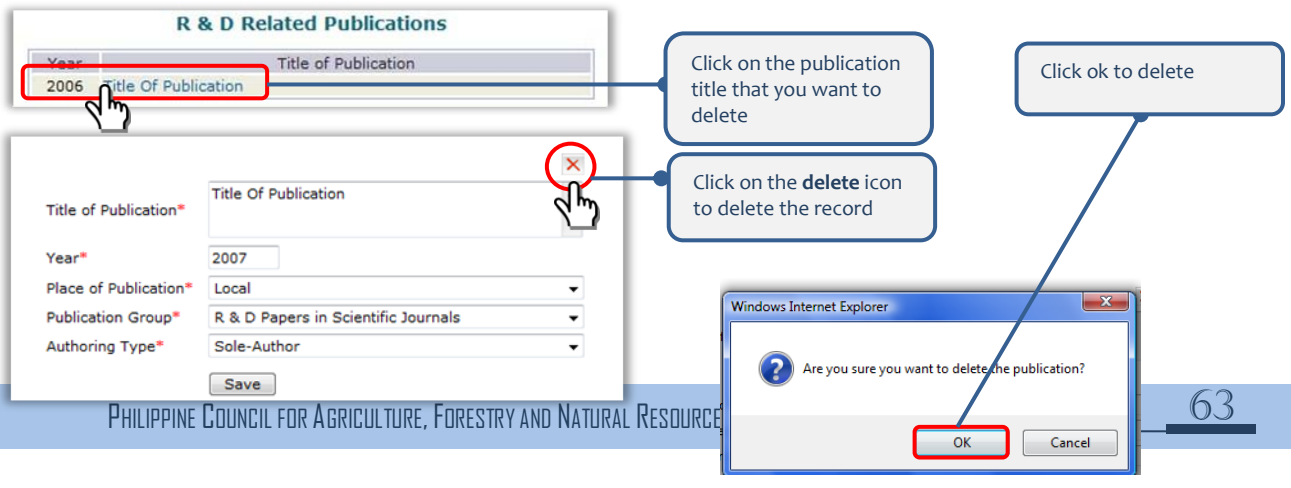
1. Click on the **R&D publications link.**
2. Fill up the **R&D publications area.**
3. Click on the Save button to save the publications information.



- **Adding R&D publication/s**
  For additional R&D publication/s, right after saving the first R&D publication just fill up the **R&D related publications area** then click on the **save button.**



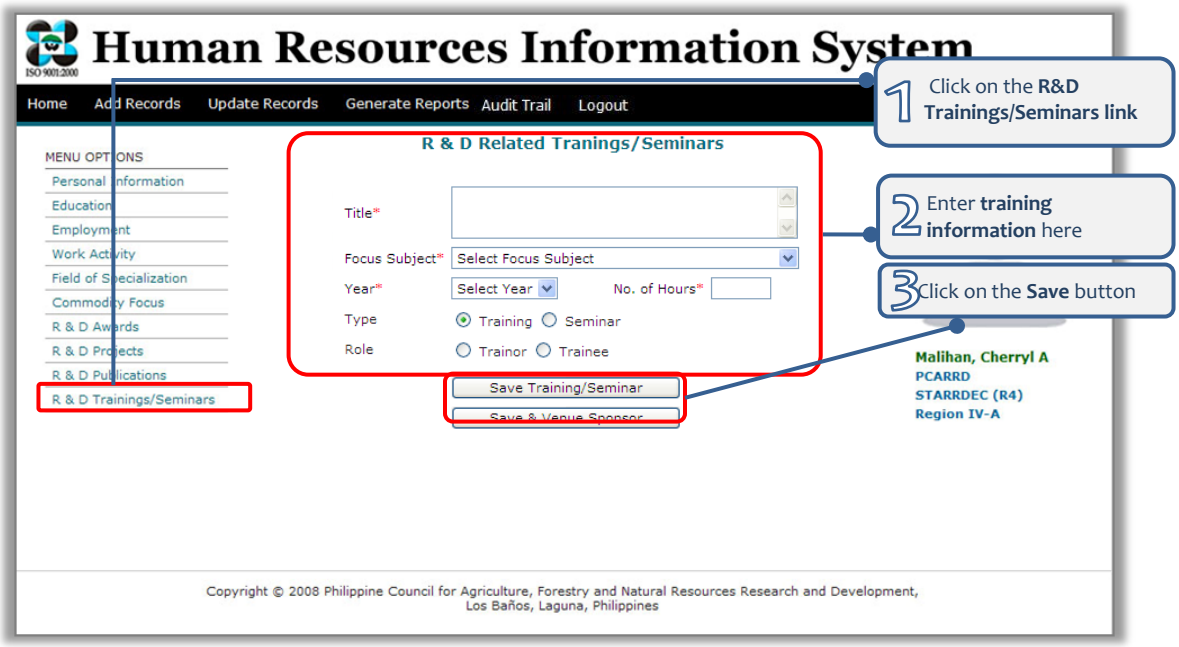
- **Deleting R&D publication/s**
  If you need to delete a publication, just click on the **R&D publication title** and then click on the **delete icon**. Then you will see a pop-up window, just click on **OK** to completely delete the record.



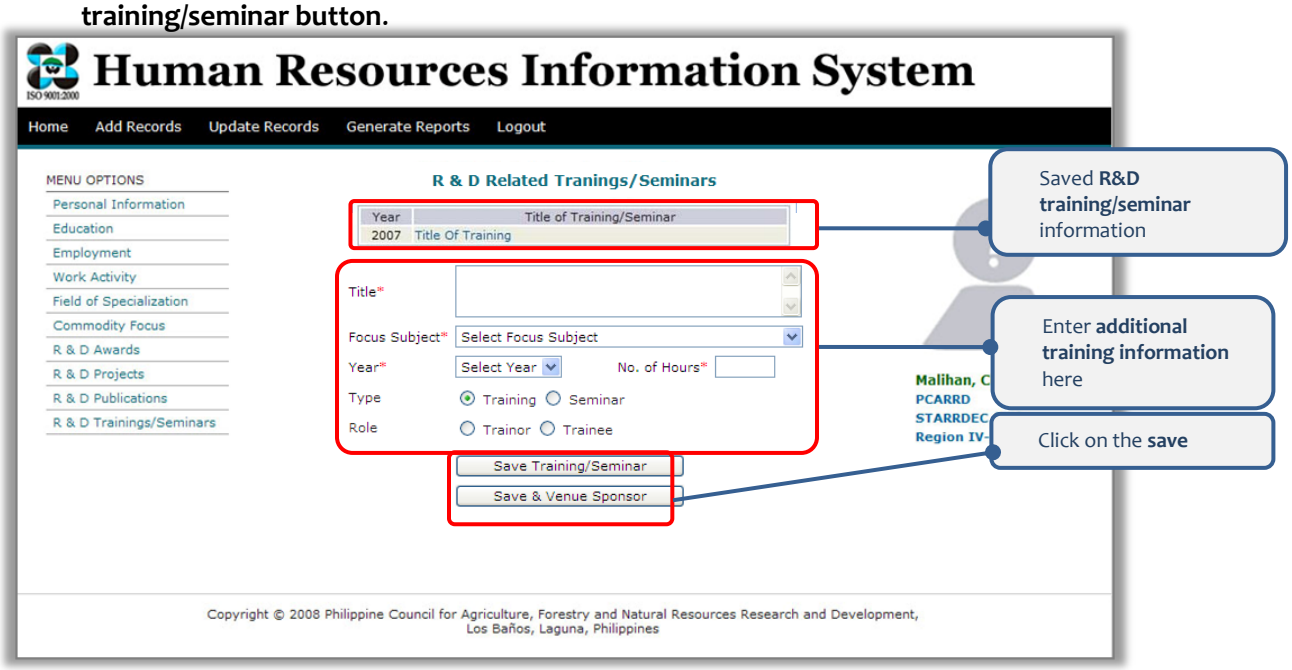
J. R&D TRAININGS/SEMINARS

The **R&D trainings/seminars area** contains the following required data fields, title, focus subject, year, and the number of hours. Below are the steps to complete this area.

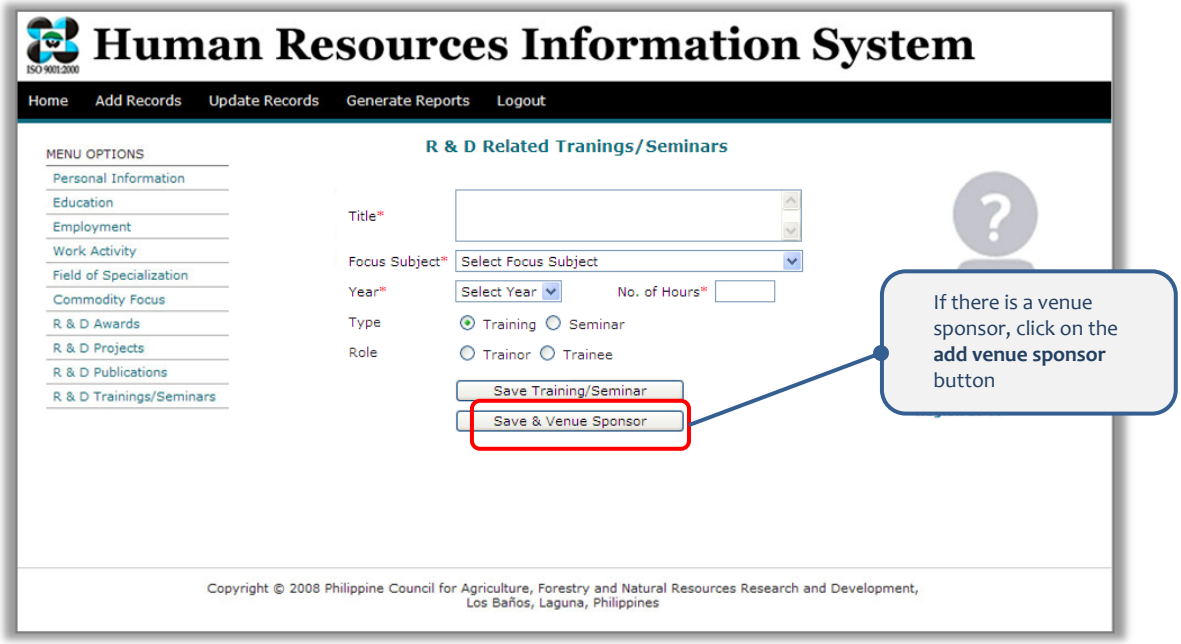
1. Click on the **R&D trainings/seminars link.**
2. Fill up the **R&D trainings/seminars area.**
3. Click on the Save Training/Seminar button to save the training or seminar information.
4. If in case you have a **venue sponsor** for the training or seminar, you can click on the Add Venue Sponsor button to add the venue sponsor information.



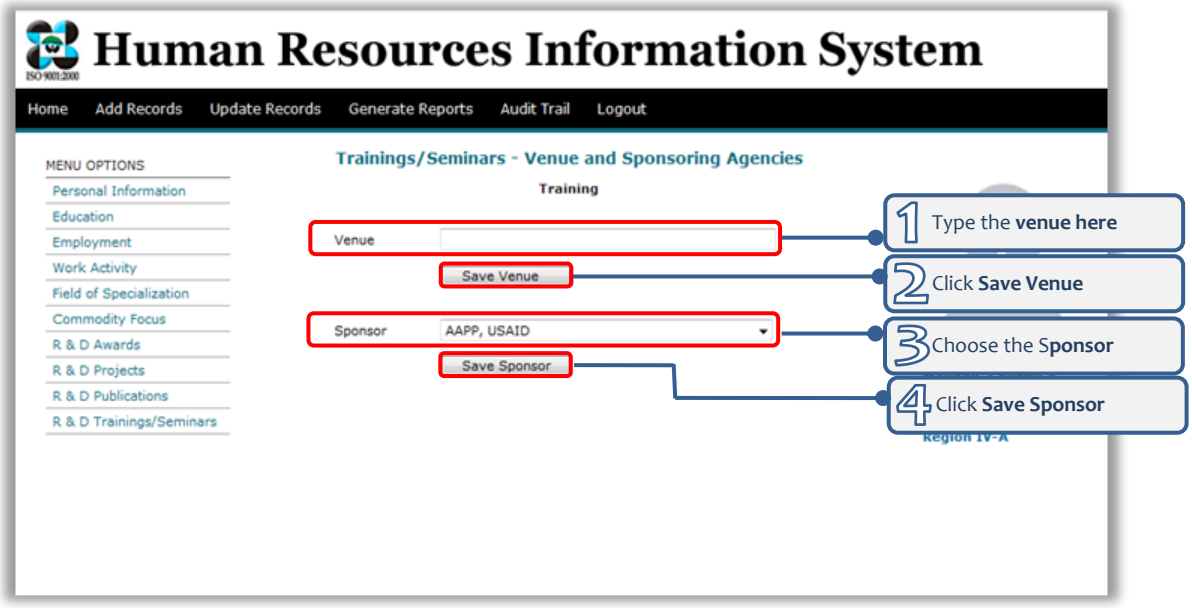
- **Adding R&D related trainings/seminars**
  For additional R&D related training/seminar, right after saving the first R&D training seminar information just fill up the **R&D related training/seminar area** again and then click on the **save training/seminar button.**



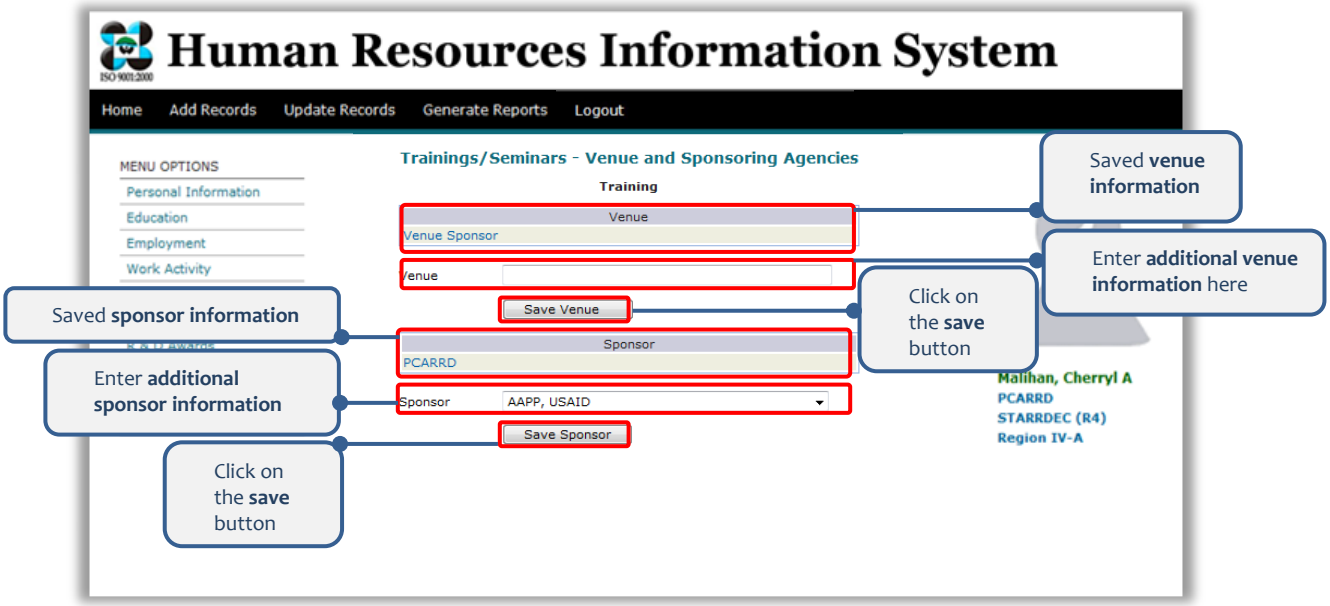
- **Adding venue sponsor/s**
  To add a **venue sponsor** for R&D related trainings/seminars, click on the **add venue sponsor button** on the R&D related trainings/seminars page.



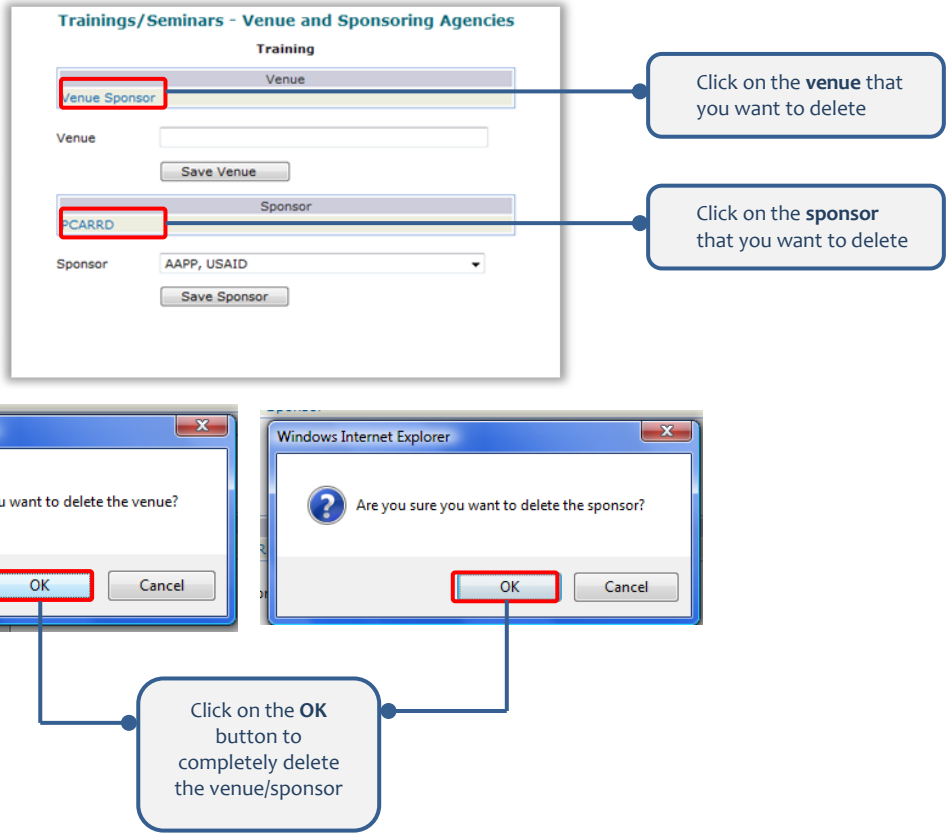
1. On the **venue and sponsoring agencies page**, type the **venue**.
2. Click on the **save venue button** to save the venue information.
3. On the same page, choose the **sponsor** from the dropdown list.
4. Click on the **save sponsor button** to add the sponsor information.



- **Adding another venue/sponsor**
  For additional venue and sponsoring agencies, right after saving the first venue/sponsoring agency just fill up the **trainings/seminars - venue and sponsoring agencies area** again and click on the **save venue/save sponsor button** to save additional training venue and/or sponsor.


Human Resources Information System
Home
Add Records
Update Records
Generate Reports
Logout
MENU OPTIONS
Personal Information
Education
Employment
Work Activity
Trainings/Seminars - Venue and Sponsoring Agencies
Training
Venue
Venue Sponsor
Venue
Save Venue
Sponsor
PCARRD
Sponsor
AAPP, USAID
Save Sponsor
Malihan, Cherryl A
PCARRD
STARRDEC (R4)
Region IV-A
Saved venue information
Enter additional venue information here
Click on the save button
Saved sponsor information
Enter additional sponsor information
Click on the save button

- **Deleting venue/sponsor**
  If you need to delete a venue/sponsor just click on the **venue/sponsor** and then click on the **delete icon.** Then you will see a pop-up window, just click on **OK** to completely delete the record.

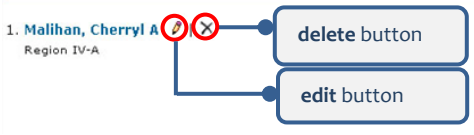


UPDATING RECORDS

This allows the administrator to either edit or delete the record of certain scholar or researcher. Below are the steps to update a record.

1. Click on the **update records link** on the top menu
2. On the **update record main page**, perform a search using any of the following information: **name, agency,** or **region** from the dropdown list; or by typing in the **last** or **first name** and then clicking on the Search button.

3. Click on the **edit icon** if you would like to update the record, there is also a **delete icon** on this page if you would like to completely delete the record.

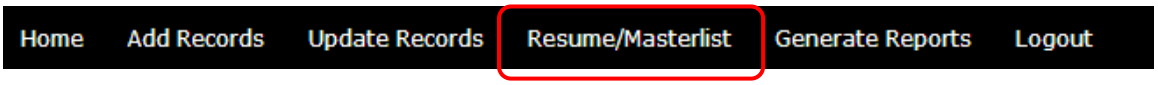


4. After clicking on edit, you would see the same page with the **add record chapter**. You can refer to previous chapter for the screenshots and the steps on how to update a record.

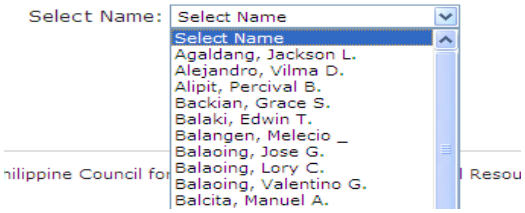
RESUME / MASTERLIST

Using HRIS you can generate resume and masterlist of a particular record.
To generate just follow these steps:

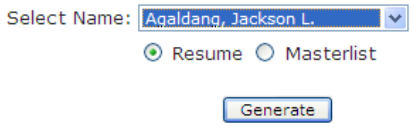
1. Click on the Resume/Masterlist to access.



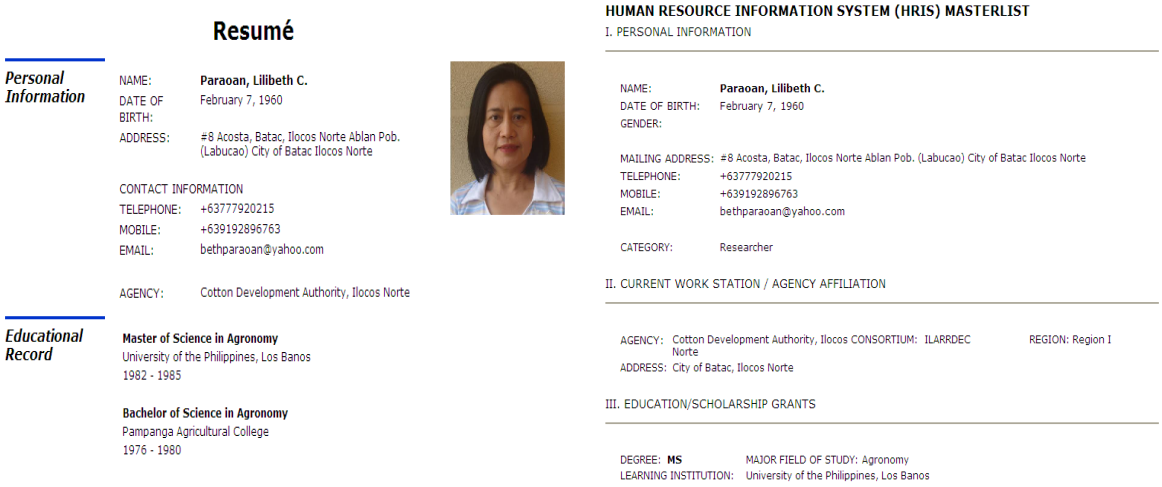
2. Select a particular record



3. Select if resume or masterlist and click **generate** button.



4. Below is a sample resume and masterlist report.



Resumé

Personal Information

NAME: **Paraoan, Lilibeth C.**
DATE OF BIRTH: February 7, 1960
ADDRESS: #8 Acosta, Batac, Ilocos Norte Ablan Pob. (Labucao) City of Batac Ilocos Norte

CONTACT INFORMATION
TELEPHONE: +63777920215
MOBILE: +639192896763
EMAIL: bethparaoan@yahoo.com

AGENCY: Cotton Development Authority, Ilocos Norte

Educational Record

Master of Science in Agronomy
University of the Philippines, Los Banos
1982 - 1985

Bachelor of Science in Agronomy
Pampanga Agricultural College
1976 - 1980

HUMAN RESOURCE INFORMATION SYSTEM (HRIS) MASTERLIST

I. PERSONAL INFORMATION

NAME: **Paraoan, Lilibeth C.**
DATE OF BIRTH: February 7, 1960
GENDER:

MAILING ADDRESS: #8 Acosta, Batac, Ilocos Norte Ablan Pob. (Labucao) City of Batac Ilocos Norte
TELEPHONE: +63777920215
MOBILE: +639192896763
EMAIL: bethparaoan@yahoo.com

CATEGORY: Researcher

II. CURRENT WORK STATION / AGENCY AFFILIATION

AGENCY: Cotton Development Authority, Ilocos Norte CONSORTIUM: ILARRDEC REGION: Region I
ADDRESS: City of Batac, Ilocos Norte

III. EDUCATION/SCHOLARSHIP GRANTS

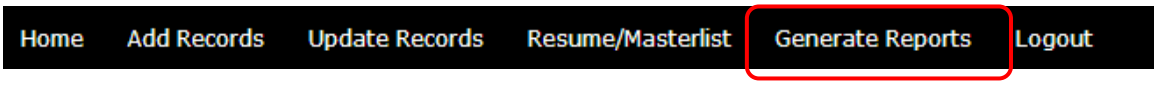
DEGREE: **MS** MAJOR FIELD OF STUDY: Agronomy
LEARNING INSTITUTION: University of the Philippines, Los Banos

GENERATING REPORTS

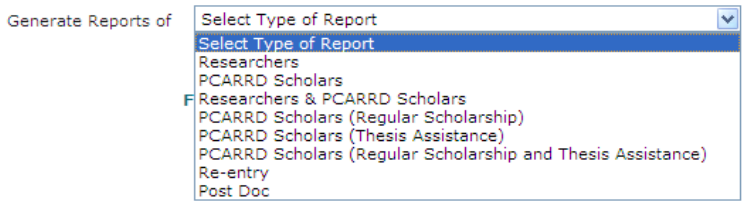
Using HRIS you can generate reports of researcher, researcher and scholar, PCARRD scholar (regular scholarship), and PCARRD Scholar (thesis assistance), re-entry , and post doc by name, sector, agency, degree program, region, age, plantilla position, learning institution, commodity, R&D awards received, year of award, and gender.

To generate any of these reports, just follow these steps:

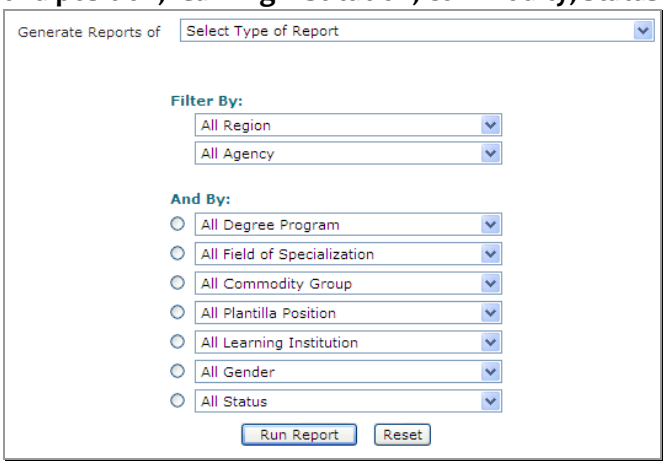
1. Click on the **generate reports link** to access the **generate reports main page**.



2. Select the **type of report** that you want to generate on the drop down menu. You can generate reports of **Researchers, PCARRD Scholars, Researchers & PCARRD Scholars, PCARRD Scholars (regular scholarship), and PCARRD Scholars (thesis assistance), PCARRD Scholars (regular scholarship and thesis assistance), re-entry, and post doc**.

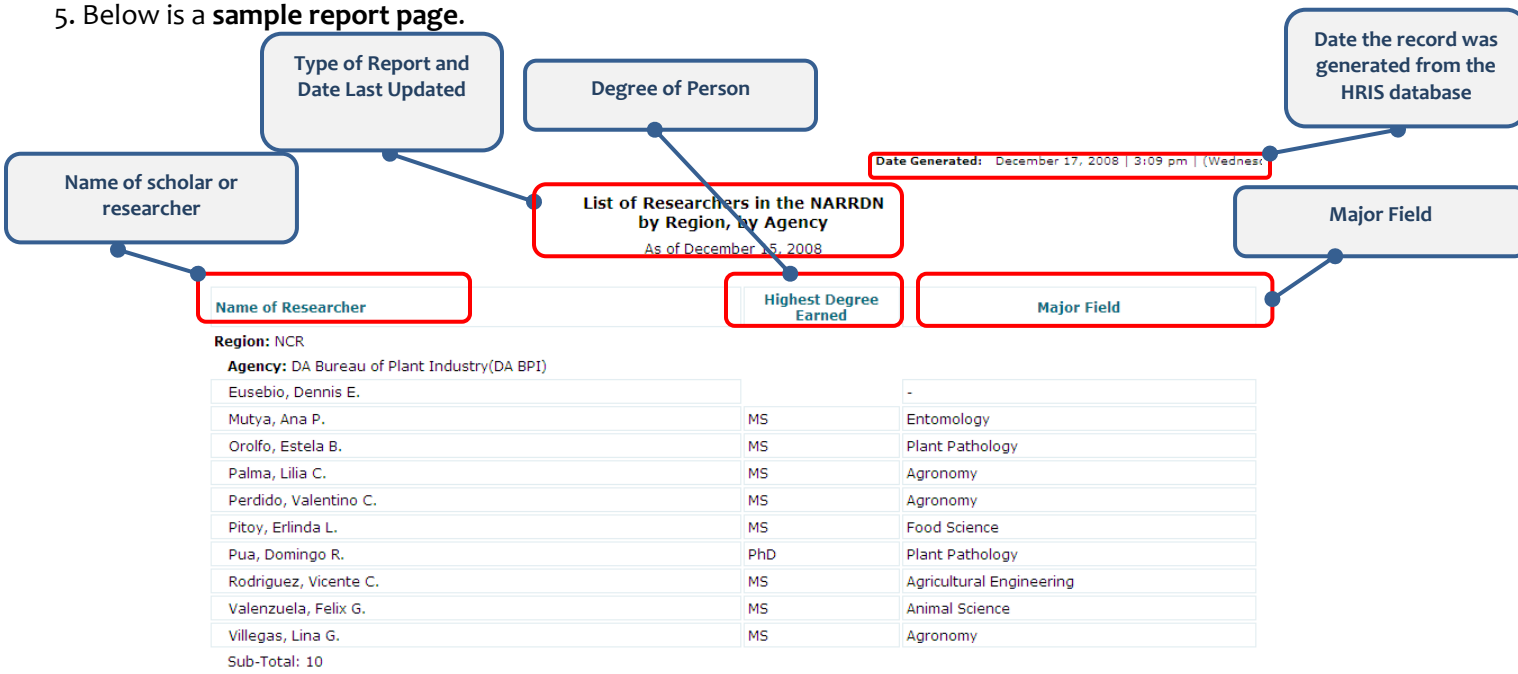


3. Choose if you want the report list by **region, agency** and can be filtered by **degree program, field of specialization, plantilla position, learning institution, commodity, status and gender.**

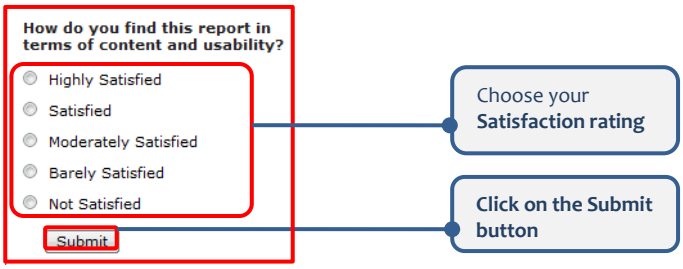


4. Click on the Run Report button.

5. Below is a **sample report page.**

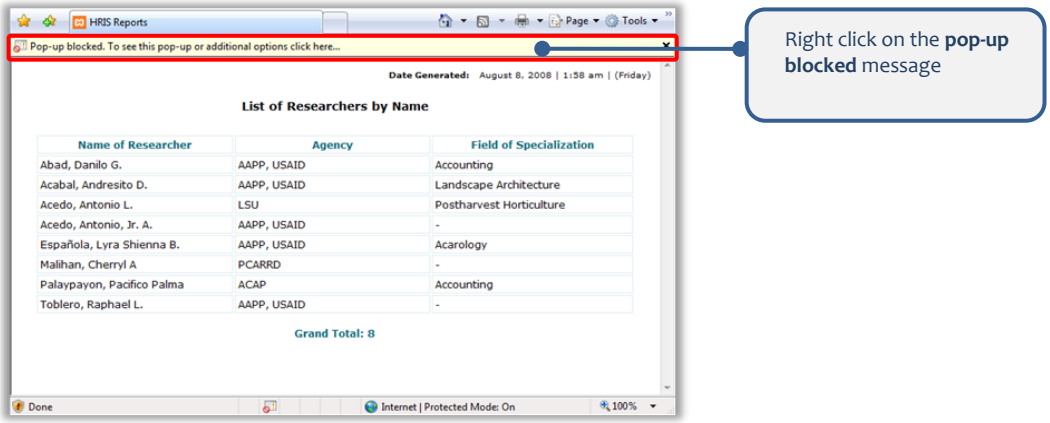

Type of Report and Date Last Updated
Degree of Person
Date the record was generated from the HRIS database
Name of scholar or researcher
Major Field
Date Generated: December 17, 2008 | 3:09 pm | (Wednesd
List of Researchers in the NARRDN by Region, by Agency
As of December 15, 2008
Name of Researcher
Highest Degree Earned
Major Field
Region: NCR
Agency: DA Bureau of Plant Industry(DA BPI)
Eusebio, Dennis E. -
Mutya, Ana P. MS Entomology
Orolfo, Estela B. MS Plant Pathology
Palma, Lilia C. MS Agronomy
Perdido, Valentino C. MS Agronomy
Pitoy, Erlinda L. MS Food Science
Pua, Domingo R. PhD Plant Pathology
Rodriguez, Vicente C. MS Agricultural Engineering
Valenzuela, Felix G. MS Animal Science
Villegas, Lina G. MS Agronomy
Sub-Total: 10

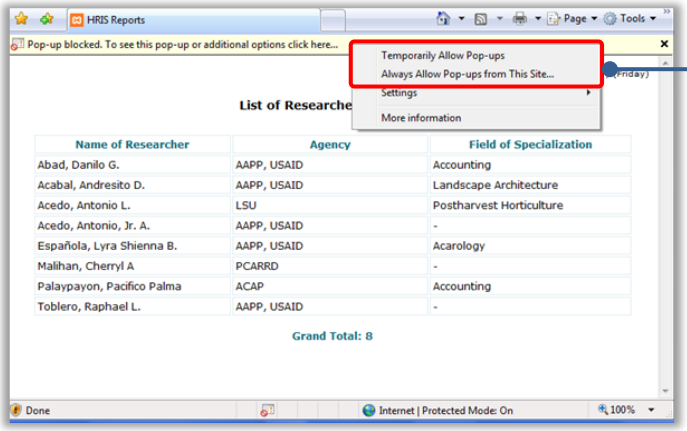
generating reports, there will be a pop up **client satisfaction feedback form.** Please feel free to rate the report in terms of **content** and **usability** as highly satisfied, satisfied, moderately satisfied, barely satisfied, or not satisfied and then click on the **submit button.**



CSF Pop-up blocked

If after generating the report and you were not able to see the client satisfaction feedback form pop-up, it means that the internet browser that you are using has a pop-up blocker. You can choose to either temporarily allow pop-ups or always allow pop-ups from this site. After choosing one of these, you should be able to see the feedback form. Just follow the previous steps to fill-up and submit the form.

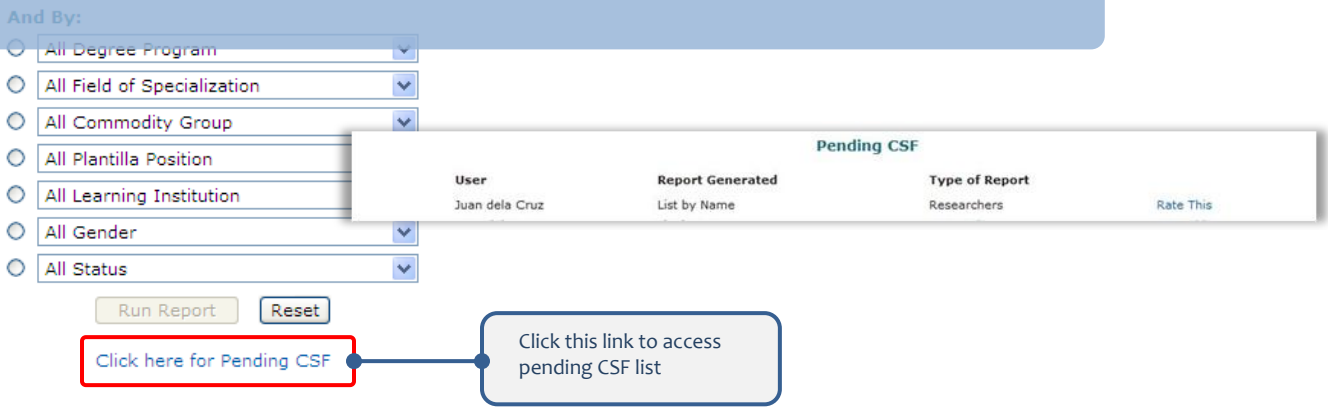

HRIS Reports
Pop-up blocked. To see this pop-up or additional options click here...
Right click on the pop-up blocked message
Date Generated: August 8, 2008 | 1:58 am | (Friday)
List of Researchers by Name
Name of Researcher | Agency | Field of Specialization
Abad, Danilo G. | AAPP, USAID | Accounting
Acabal, Andresito D. | AAPP, USAID | Landscape Architecture
Acedo, Antonio L. | LSU | Postharvest Horticulture
Acedo, Antonio, Jr. A. | AAPP, USAID | -
Española, Lyra Shienna B. | AAPP, USAID | Acarology
Malihan, Cherryl A | PCARRD | -
Palaypayon, Pacifico Palma | ACAP | Accounting
Toblero, Raphael L. | AAPP, USAID | -
Grand Total: 8
Done
Internet | Protected Mode: On
100%



You can choose to either **temporarily allow pop-ups** or **always allow pop-ups form the site**

Pending CSF

If you decide not to fill up the feedback form and you close out the pop-up, you can still fill up that form on a later time. If there is a pending CSF you will not be able to generate more reports since the ***run report button*** *will be disabled and will only be enabled right after filling up the pending CSF. To go back to the pending CSF form, just click on the* ***generate reports link*** *on the top menu and click on the* ***Click here for Pending CSF link*** *at the bottom porting of the generate reports page. After clicking the link you will see the list of pending CSFs. Click* ***rate this link*** *to access the CSF pop-up and rate the report.*



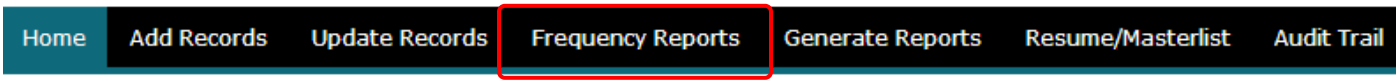
Click this link to access pending CSF list

FREQUENCY REPORTS

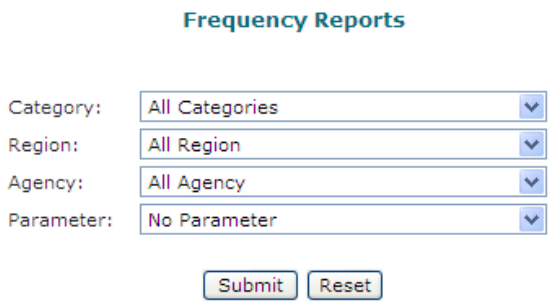
Using HRIS, you can generate frequency reports of current records

To generate, follow these steps.

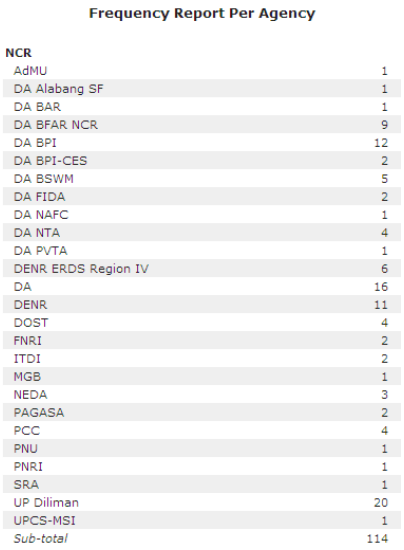
1. Click on the Frequency Reports.



2. Choose the desired parameter and click submit.



3. Below is a sample frequency report.



Frequency Report Per Agency

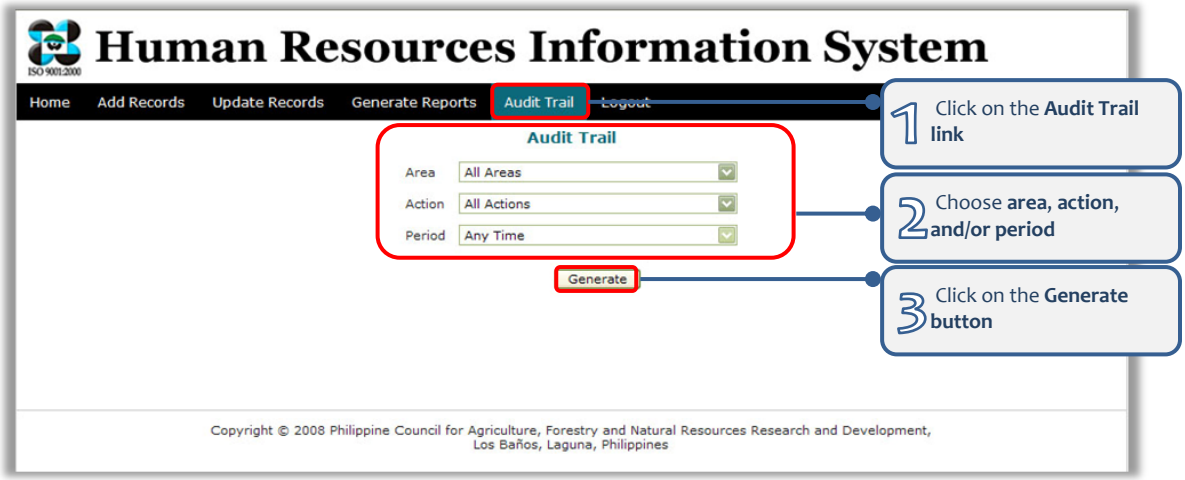
NCR	
AdMU	1
DA Alabang SF	1
DA BAR	1
DA BFAR NCR	9
DA BPI	12
DA BPI-CES	2
DA BSWM	5
DA FIDA	2
DA NAFC	1
DA NTA	4
DA PVTA	1
DENR ERDS Region IV	6
DA	16
DENR	11
DOST	4
FNRI	2
ITDI	2
MGB	1
NEDA	3
PAGASA	2
PCC	4
PNU	1
PNRI	1
SRA	1
UP Diliman	20
UPCS-MSI	1
Sub-total	114

AUDIT TRAIL

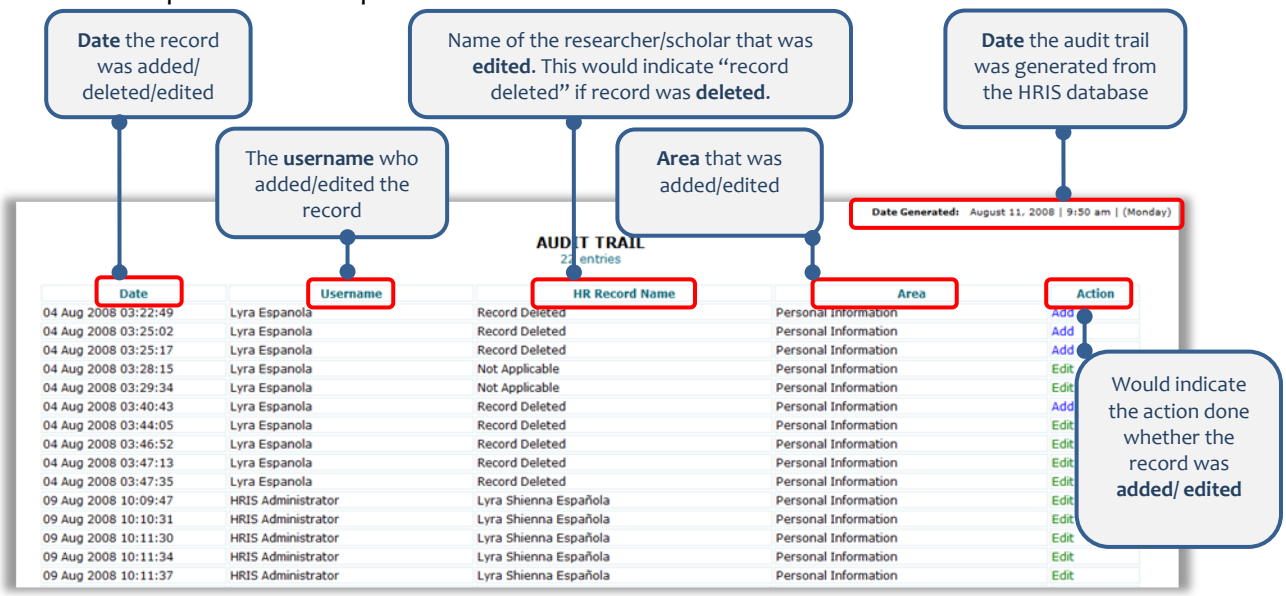
The **Audit Trail** helps the HRIS administrator to keep track of all the changes in the HRIS database. The audit trail module gives the administrator the list all the changes in the HRIS database including the date the record

was modified, the username who did the modification, the area in the database that was modified, and the specific action done with the record. Below are the steps on how to do an audit trail.

1. Click on the **audit trail link**.
2. Use the dropdown menu to choose the **area, action,** and/or **period.**
3. Click on the **generate button.**



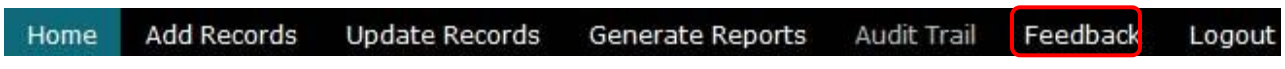
Below is a sample audit trail report.


Date the record was added/ deleted/edited
Name of the researcher/scholar that was edited. This would indicate "record deleted" if record was deleted.
Date the audit trail was generated from the HRIS database
The username who added/edited the record
Area that was added/edited
Date Generated: August 11, 2008 | 9:50 am | (Monday)
AUDIT TRAIL
Date
Username
HR Record Name
Area
Action
04 Aug 2008 03:22:49 Lyra Espanola Record Deleted Personal Information Add
04 Aug 2008 03:25:02 Lyra Espanola Record Deleted Personal Information Add
04 Aug 2008 03:25:17 Lyra Espanola Record Deleted Personal Information Add
04 Aug 2008 03:28:15 Lyra Espanola Not Applicable Personal Information Edit
04 Aug 2008 03:29:34 Lyra Espanola Not Applicable Personal Information Edit
04 Aug 2008 03:40:43 Lyra Espanola Record Deleted Personal Information Add
04 Aug 2008 03:44:05 Lyra Espanola Record Deleted Personal Information Edit
04 Aug 2008 03:46:52 Lyra Espanola Record Deleted Personal Information Edit
04 Aug 2008 03:47:13 Lyra Espanola Record Deleted Personal Information Edit
04 Aug 2008 03:47:35 Lyra Espanola Record Deleted Personal Information Edit
09 Aug 2008 10:09:47 HRIS Administrator Lyra Shienna Española Personal Information Edit
09 Aug 2008 10:10:31 HRIS Administrator Lyra Shienna Española Personal Information Edit
09 Aug 2008 10:11:30 HRIS Administrator Lyra Shienna Española Personal Information Edit
09 Aug 2008 10:11:34 HRIS Administrator Lyra Shienna Española Personal Information Edit
09 Aug 2008 10:11:37 HRIS Administrator Lyra Shienna Española Personal Information Edit
Would indicate the action done whether the record was added/ edited

FEEDBACK

HRIS Administrator can compile feedback from different users. To access follow these steps.

1. Click the Feedback.



2. Select the desired parameter and click generate button to view the report

3. Below is a sample report.

373 Records Found

	Username	Type of Report	Category	Rating	Remarks
1.	HR_MISD	List by Name	Researchers & PCARRD Scholars	Highly Satisfied	
2.	HR_MISD	List by Name	Researchers	Highly Satisfied	
3.	HR_MISD	List by Name	Researchers & PCARRD Scholars	Highly Satisfied	
4.	HR_MISD	List by Degree Program	Researchers	Highly Satisfied	
5.	HR_MISD	List by Degree Program	Researchers	Highly Satisfied	
6.	HR_MISD	List by Name	Researchers	Highly Satisfied	
7.	HR_MISD	List by Name	Researchers	Highly Satisfied	
8.	HR_MISD	List by Name	Researchers	Highly Satisfied	
9.	HR_MISD	List by Name	Researchers	Highly Satisfied	
10.	HR_MISD	List by Name	Researchers	Highly Satisfied	
11.	HR_MISD	List by Name	Researchers	Highly Satisfied	
12.	HR_MISD	List by Degree Program	PCARRD Scholars	Highly Satisfied	
13.	HR_MISD	List by Name	PCARRD Scholars	Highly Satisfied	
14.	HR_MISD	List by Name	Researchers	Highly Satisfied	
15.	HR_MISD	List by Name	PCARRD Scholars	Highly Satisfied	
16.	HR_MISD	List by Name	PCARRD Scholars	Highly Satisfied	
17.	HR_MISD	List by Name	PCARRD Scholars	Highly Satisfied	
18.	HR_MISD	List by Name	Researchers	Highly Satisfied	
19.	HR_MISD	List by Name	Researchers	Highly Satisfied	
20.	HR_MISD	List by Name	Researchers & PCARRD Scholars	Highly Satisfied	

LOGGING OUT

To log out from HRIS, just click on the logout link.